DIRECTIONS

DIRECTIONS BY THE SPEAKER LOK SABHA

Eighth Edition

LOK SABHA SECRETARIAT

NEW DELHI

DIRECTIONS BY THE SPEAKER LOK SABHA

Lok Sabha Secretariat

DIRECTIONS BY THE SPEAKER UNDER THE RULES OF PROCEDURE AND CONDUCT OF BUSINESS IN LOK SABHA

Eighth Edition

LOK SABHA SECRETARIAT
NEW DELHI

2014

C.B. (I) No. 366

April, 2014

Price : Rs. 85/-

© 2014 By Lok Sabha Secretariat, New Delhi

Published under Rule 382 of the Rules of Procedure and Conduct of Business in Lok Sabha (Fifteenth Edition) and printed by M/s. Jainco Art India, 13/10, W.E.A., Karol Bagh, New Delhi.

PREFACE

In pursuance of the provisions of rule 389 and other rules of the Rules of Procedure and Conduct of Business in Lok Sabha, the Speaker of Lok Sabha has been issuing Directions from time to time for regulating, subject to the provisions of the rules, certain matters not specifically provided for in the rules and also certain matters relating to the detailed working of the rules under the inherent powers of the Speaker.

2. The First Edition of the Directions was brought out in 1956 and the Second Edition in 1957. The Second Edition was reprinted in 1962, 1967 and 1971.

3. The Third Edition of the Directions incorporating all the amendments made upto March, 1977 was brought out in 1977.

No amendments were made nor new Directions issued during the Sixth Lok Sabha.

4. During the Seventh Lok Sabha, the Speaker, under rule 389, issued a new Direction regarding authentication of papers to be laid by private members. It had been incorporated in the reprint of the Third Edition.

5. During the Eighth Lok Sabha, the Speaker, under rule 389 issued certain new Directions and also made amendments to certain Directions. These had been incorporated in the Fourth Edition.

6. During the Ninth Lok Sabha, the Speaker, under rule 389, made certain amendments to Direction 10A regarding admissibility of questions. These amendments were incorporated in the 'January, 1995 Reprint', of the Fourth Edition.

No amendments were made nor any new Directions issued during the Tenth, Eleventh, Twelfth and Thirteenth Lok Sabha. However, the Fifth Edition of the Directions by the Speaker was brought out in March, 2004.

7. During the Fourteenth Lok Sabha, the Speaker issued a new Direction 73A regarding implementation of the Committees'

recommendations. This new Direction 73A had been included in the Sixth Edition of the Directions by the Speaker.

8. During the Fifteenth Lok Sabha, two new Directions 10B and 51A issued by the Speaker and amendments to Directions 15, 16, 16A, 17 and 18 were incorporated in the July, 2010 Seventh Edition of the Directions by the Speaker. A reprint of the Seventh Edition was brought out in October, 2013.

9. Subsequently, gender neutral Directions as recommended by the Rules Committee in their Second Report and approved by the Speaker came into force with effect from 13 February, 2014. This Eighth Edition of the Directions incorporating the gender neutral directions is accordingly being brought out.

Certain amendments to Direction 38(3) relating to Petitions and Direction 115B(1) relating to simultaneous interpretation facility in three more languages *viz.* Maithili, Manipuri and Nepali, as recommended by the Rules Committee in their Second Report and approved by the Speaker, Lok Sabha in February, 2014, have also been incorporated in this Edition of the Directions.

10. Words and expressions used in the Rules of Procedure and Conduct of Business in Lok Sabha and also in these Directions shall, unless the context otherwise requires, have the meaning assigned to them in the Rules.

NEW DELHI;
April, 2014

P. SREEDHARAN,
Secretary-General.

CONTENTS

PAGE

CHAPTER I

OATH OR AFFIRMATION

1. Oath or affirmation 1

CHAPTER II

ARRANGEMENT OF BUSINESS

BUSINESS BEFORE THE HOUSE

2. Relative precedence of different classes of business 2

BALLOT OF PRIVATE MEMBERS' BILLS

3. Ballot 4

4. Notices of resumption of adjourned debate 4

5. Order of ballot of Bills 4

6. Result of ballot 4

7. Treatment of Bills introduced after ballot 5

8. Treatment of notices of next motions and arrangement of business 5

BALLOT RELATING TO PRIVATE MEMBERS' RESOLUTIONS

9. Procedure of ballot 5

ARRANGEMENT OF PRIVATE MEMBERS' RESOLUTIONS IN LIST OF BUSINESS

9A. Saving of first priority resolution 6

STATUTORY RESOLUTIONS

9B. Statutory Resolutions 6

PAGE

CHAPTER III

QUESTIONS

10. Consolidation of questions on same or allied subject 7

10A. Admissibility of questions 7

10B. Limit of number of questions 8

11. List of starred questions 8

12. Printing of questions in proceedings 8

13. Supply of statements in answer to starred questions to members concerned in advance and treatment thereof 9

13A. Answers to questions to be complete 9

14. Answering together of starred questions on same or allied subject 10

15. *(Omitted)* 10

16. Procedure for Ministers correcting answer to starred/short notice questions 10

16A. *(Omitted)* 11

17. Advance copies of statements by Ministers correcting answers and procedure after statements made 11

18. Answering of short notice questions of absent members 12

CHAPTER IV

HALF-AN-HOUR DISCUSSIONS

19. Laying of statement in reply 13

PAGE

CHAPTER V

LEGISLATION

INTRODUCTION AND PUBLICATION OF BILLS

19A. Notice for leave to introduce Government Bills 14

19B. Prior circulation of Bills for introduction 14

OPINION ON BILLS

20. Circulation of Bills for eliciting opinion 14

21. Time limit for eliciting opinion 15

22. Printing of opinions as Papers to Bills 15

23. Treatment of opinions in languages other than English and Hindi 15

24. Laying of Papers to Bills 15

25. Mode of laying of Papers to Bills 16

26. Precis of opinions 16

PRIVATE MEMBERS' BILLS

27. Classification and allocation of time 16

28. Clubbing of names in case of notices of identical Bills 16

29. Giving of authority for introduction of Bill 17

30. Giving of authority to pilot Bill after introduction 17

AMENDMENTS TO BILLS

31. Insertion of new clause 17

CORRECTIONS IN BILLS

32. Procedure for corrections in Bills 18

INDICATION IN DEBATES REGARDING CORRECTION OF PATENT ERRORS IN BILLS

33. Incorporation of corrections in Debates 18

PAGE

BILLS AS PASSED

34. Scrutiny, change of year and authentication 19

35. Laying of Bills after assent 19

WITHDRAWAL AND REMOVAL OF BILLS

36. Advance circulation of reasons for withdrawal of Government Bills 19

37. Removal of pending Bills from Register of Bills 19

CHAPTER VI

PETITIONS

38. Examination and presentation 20

39. Withdrawal of defective petitions 20

40. Admissibility of petitions 20

CHAPTER VII

MOTIONS

41. Classification of motions 22

42. Member to be shown in proceedings as mover of motion, amendment or cut motion 24

43. Amendment or cut motion moved but not put to vote 24

44. Amendment or motion moved but not pressed .. 24

45. Order of putting substitute motions to vote 24

46. Date for report in motion for reference of a Bill to Select/Joint Committee 25

47. Withdrawal of private members' Bill 25

CHAPTER VIIA

CALLING ATTENTION

47A. Procedure when two Calling Attention admitted for a day 26

PAGE

CHAPTER VIIB

RESIGNATION OF SEATS IN THE HOUSE

47B. Resignation of seats in the House 27

CHAPTER VIII

PARLIAMENTARY COMMITTEES

GENERAL DIRECTIONS

48. Parliamentary Committee 28
48A. Manner of election to Committees 28
49. Applicability of general directions to Parliamentary Committees 28
50. Venue of sittings 28
51. Time of sittings whilst House sitting 28
51A. Last minute cancellation of sittings of Committees 29
52. Procedure for speaking in Committees 29
52A. Personal, pecuniary or direct interest of member ... 29
53. Putting of question to vote 29
54. Reopening of question 29
55. Proceedings and certain documents treated as confidential 29
56. Procedure regarding sub-Committees 30
57. Evidence of experts and interested parties 30
58. Evidence liable to be treated as public 30
59. Evidence of officials of Government of India and Undertakings 31
60. Evidence of officials of State Governments 31
61. Consideration of memoranda supplied by witnesses 32
62. Mode of examination of witnesses 32

PAGE

63. Mode of addressing communications on matters before Committees 32

63A. Procedure for presenting views of Ministries to Speaker 32

64. Expunction from documents presented to Committees 33

65. Verbatim proceedings 33

66. Minutes 33

67. Laying of minutes 34

68. Reports 34

69. Circulation and consideration of draft reports 34

70. Mention in report and circulation of evidence 35

71. Signing of report of Committee 35

71A. Presentation of report of Committee to Speaker when House not in session 35

71B. Correction of patent errors or factual matters in reports 36

72. Printing and circulation of reports 36

73. Time gap for release to press reports circulated to members under rule 280 37

STATEMENT BY MINISTER ON COMMITTEE REPORTS

73A. Implementation of Committees' Recommendations 37

SELECT/JOINT COMMITTEES ON BILLS

74. Memoranda or representations addressed to Select/Joint Committees 37

75. Notice and admissibility of amendments 37

76. No general discussion on Bill 37

77. Clause by clause discussion of Bill 38

78. Consideration of draft report and Bill as amended 38

79. Speaker to be kept informed of Committee's progress 38

PAGE

80. Extension of time for presentation of report 38
81. Submission of memoranda on Bills by members 39
82. Petitions on Bills stand referred to Select/Joint Committees 39
83. Particulars of petitions etc. and action taken to be stated in reports 39
84. Pattern of report 39
85. Minute of dissent 39
86. Date of minute of dissent 39
87. Minute of dissent from member absent when report adopted by Committee 40
88. Committee to be informed of direction 87 40
89. Minute of dissent to be given after adoption of report 40
90. Minute of dissent not acceptable after presentation of report 40
91. Expunction from minute of dissent 40
92. Documents to be presented alongwith report 40
93. Printing and circulation of reports 41

COMMITTEE ON PETITIONS

94. Consideration of petitions 41
95. Consideration of representations etc. 42
96. Intimation to petitioner 42

FINANCIAL COMMITTEES — COMMITTEE ON ESTIMATES, COMMITTEE ON PUBLIC ACCOUNTS AND COMMITTEE ON PUBLIC UNDERTAKINGS

96A. (*Omitted*) 42
97. Appointment of Chairpersons or members of Financial Committees as members of Government Committees 42

PAGE

97A. Appointment of members of Government Committees as Chairpersons or members of Financial Committees 43

98. Examination of matters of policy by Estimates Committee 44

99. Ministers not to be called before Financial Committees 44

100. Examination of representatives of private companies or non-Government bodies by Financial Committees 45

101. Procedure for Estimates Committee examining estimates of Defence Ministry 45

101A. Procedure for Estimates Committee examining estimates relating to Statutory and Government organisations not covered by Public Undertakings Committee 48

102. Action taken on recommendations of Estimates Committee or Committee on Public Accounts or Committee on Public Undertakings 49

COMMITTEE ON SUBORDINATE LEGISLATION

103. Functions 50

103A. Examination of Bills referred to Committee by Speaker 50

104. Supply of documents by Ministries etc. 51

105. Procedure for examination of Order, Bill etc. 51

106. Circulation of memoranda 52

107. Presentation of documents with reports 52

108. Action taken on recommendations of Committee 52

PAGE

COMMITTEES AND OTHER BODIES CONSTITUTED BY GOVERNMENT ON WHICH LOK SABHA IS REPRESENTED

108A. Manner of election to Government Committees etc. on which Lok Sabha is represented 53

CHAPTER IX

GENERAL DIRECTIONS

NOTICES

109 to 112. *(Omitted)* 54

113. Notices of amendments to Bills or resolutions ... 54

113A. Lapsing of notices by member when appointed as Minister 54

113B. Time limit for notices of certain categories 54

113BB. Procedure for giving notices for motions under rule 184 or on short duration discussion under rule 193 54

MOTIONS AND SHORT DURATION DISCUSSIONS

113C. Limit on number of Motions and Short Duration Discussions by a member in a session 55

INFORMATION REGARDING ATTENDANCE OF MEMBERS OR EX-MEMBERS IN THE HOUSE

114. Information regarding attendance of members or ex-members 56

MISTAKE OR INACCURACY IN STATEMENTS MADE IN THE HOUSE

114A. Procedure for Ministers correcting a mistake or inaccuracy in statements made in debate 56

115. Procedure for pointing out mistake or inaccuracy in statements made by Ministers or members ... 56

PAGE

METHODS FOR PARTICIPATION IN DEBATE

115A. Methods for participation in debate and selection of Speakers 57

SPEECHES IN LANGUAGES OTHER THAN HINDI OR ENGLISH

115B. Procedure regarding speeches in languages other than Hindi or English 58

PERSONAL EXPLANATION BY MEMBER

115C. Personal explanation 59

PAPERS TO BE LAID ON THE TABLE

116. Entry in list of business 59

117. Laying of papers by private members 60

118. Procedure for laying of papers by private members 60

118A. Authentication of papers to be laid by private members 61

STATEMENT BY MINISTER

119. Advance intimation and copy of statement by Minister 61

RECOGNITION OF AND FACILITIES TO PARLIAMENTARY PARTIES AND GROUPS

120. Recognition of Party or Group 62

121. Conditions for recognition 62

122. Facilities to Parties and Groups 62

123. Certain facilities to association of members not recognised as Party or Group 63

PAGE

PRECINCTS OF THE HOUSE AND PARLIAMENT HOUSE ESTATE

124. Precincts of the House and Parliament House Estate 63

124A. Maintenance of order within Parliament House Estate 64

PAPERS AND DOCUMENTS RECEIVED FROM MINISTRIES ETC. FOR CIRCULATION TO MEMBERS

125. Treatment of papers and documents received from Ministries etc. for circulation to members .. 65

SCHEDULES

First Schedule:—Acknowledgement form of the receipt of petition 69

Second Schedule:—Introductory paragraphs of a Select/Joint Committee Report 70

APPENDIX

Statement showing the subject matter of directions issued by the Speaker and printed in this compilation together with references to rules under which these directions have been issued ... 75

INDEX 87

CHAPTER I

OATH OR AFFIRMATION

Oath or affirmation.

1. (1) A member, once declared elected is entitled to take seat in the House subject to making and subscribing an oath or affirmation in pursuance of article 99 of the Constitution.

(2) If a member is not able to make and subscribe the oath or affirmation at the commencement of a sitting of the House as provided in rule 5, such member may do so at any convenient time during the sitting of the House as the Speaker may direct.

CHAPTER II

ARRANGEMENT OF BUSINESS

BUSINESS BEFORE THE HOUSE

Relative precedence of different classes of business.

[1][**2.** Unless the Speaker otherwise directs on any particular occasion, the relative precedence of the classes of business before the House specified below shall be in the following order, namely:—

(i) Oath or affirmation.

(ii) Laying of President's Address to both Houses of Parliament.

(iii) Introduction of Ministers.

(iv) Obituary references.

(v) Questions (including short notice questions).

(vi) Leave to move motions for adjournment of the business of the House.

(vii) Questions involving a breach of privilege.

(viii) Papers to be laid on the Table.

(ix) Communication of messages from the President.

(x) Communication of messages from the Rajya Sabha.

(xi) Intimation regarding President's assent to Bills.

(xii) Communications from magistrates or other authorities regarding arrest or detention or release of members of the House.

(xiii) Announcements by the Speaker regarding leave of absence of members from the sittings of the House.

---

[1] Sub: by L.S. Bn. (II) dated 10.5.1989, para 2931.

(xiv) Announcements by the Speaker regarding various matters, *e.g.,* resignations of members of the House, vacation of seats of members, nominations to Panel of Chairpersons, Committees, etc.

(xv) Ruling by the Speaker.

(xvi) Presentation of reports of Committees/laying of minutes of sittings thereof etc.

(xvii) Laying of evidence tendered before Select/ Joint Committees on Bills.

(xviii) Presentation of petitions.

(xix) Statements by Ministers.

(xx) Motions for elections to Committees.

(xxi) Motions for extension of time for presentation of Reports of Committees.

(xxii) Calling Attention Notices.

(xxiii) Personal statements by ex-Ministers in explanation of their resignation.

(xxiv) Statements under direction 115.

(xxv) Personal explanations under rule 357 (if not made during the debate).

(xxvi) Motions for adoption of reports of Business Advisory Committee.

(xxvii) Motions for election of Speaker and Deputy Speaker.

(xxviii) Motions for leave to move Resolution for removal of Speaker/Deputy Speaker.

(xxix) Motion for leave to make a motion of no-confidence in the Council of Ministers.

(xxx) Presentation of Railway Budget/Budget in respect of a State under President's Rule.

(xxxi) Presentation of Supplementary/Excess Demands for Grants (General, Railways and in respect of a State under President's Rule).

(xxxii) Bills to be withdrawn.

(xxxiii) Bills to be introduced.

(xxxiv) Laying of explanatory statements giving reasons for immediate legislation by Ordinances.

(xxxv) Raising of matters under rule 377, which are not points of order.

(xxxvi) Consideration of reports of Committee of Privilege.]

BALLOT OF PRIVATE MEMBERS' BILLS

Ballot.

3. There shall be one ballot under rule 27(2) in respect of two consecutive days allotted for private members' Bills. The ballot shall be held on such day not being less than seven days before the first day allotted for Private Members' Bills during a month, and in such manner as the Speaker may direct.

Notices of resumption of adjourned debate.

4. In case where notices of resumption of the adjourned debate on Bills are received after a ballot has been held, such Bills may be entered in the list of business below the Bills already balloted.

Order of ballot of Bills.

5. On a day allotted for the ballot of Private Members' Bills adequate number of Bills which will provide business for two days shall be balloted:

Provided that the Bills shall be balloted in the following order, namely:—

(1) Bills classified by the Committee on Private Members' Bills and Resolutions under category A.

(2) Bills classified by the Committee on Private Members' Bills and Resolutions under category B.

(3) Bills which have been introduced but not yet classified by the Committee on Private Members' Bills and Resolutions.

Result of ballot.

6. The result of every ballot shall be announced in Bulletin-Part II.

Treatment of Bills introduced after ballot.

7. As regards Bills which are introduced after the ballot is over and the notices of next motions in respect of which are received before the issue of the list of business, they may be set down in the list of business for the day after the Bills already balloted.

Treatment of notices of next motions and arrange-ment of business.

8. [2][(1) After the result of ballot has been published in Bulletin-Part II, notices of next motions in regard to Bills as have secured a place among the first twenty Bills in the ballot of Private Members' Bills, shall be given by the members concerned by the dates specified in Bulletin so as to enable their Bills being included in the list of business.]

(2) In cases where notices of next motions are received after the list of business for the first of the two allotted days has been finalised, Bills in respect of which such notices are received may be included in the list of business for the next allotted day at their appropriate places as determined by the ballot held in respect of the two days.

BALLOT RELATING TO PRIVATE MEMBERS' RESOLUTIONS

Procedure of ballot.

9. (1) The names of all members who give notices under rule 170 that they wish to move resolutions on a day allotted for private members' resolutions, shall be balloted.

(2) There shall be a separate ballot for each day allotted for private members' resolutions.

(3) The time and place for holding the ballot shall be announced in Bulletin-Part II.

(4) The members who secure the first three places in the ballot shall be requested to give notice of one resolution each within two days after the date of the ballot.

---

[2] Sub. by L.S. Bn. (II) dated 10.5.1989, para 2931.

ARRANGEMENT OF PRIVATE MEMBERS' RESOLUTIONS IN LIST OF BUSINESS

Saving of first priority resolution.

9A. If time allotted for discussion of a part discussed resolution entered in the list of business for a day is increased by the House or the Speaker and as a result thereof the next resolution entered in the list of business on the basis of the first priority obtained at the ballot is not moved on that day, the said resolution shall be set down as the first item for the next day allotted during the same session for private members' resolutions after the part-discussed resolution, if any.

STATUTORY RESOLUTIONS

Statutory resolutions.

9B. (1) A resolution, notice of which has been given in pursuance of a provision in the Constitution or in an Act of Parliament, shall not be balloted under rule 28.

(2) If the Speaker admits notice of such a resolution, it shall be immediately notified in the Bulletin under the heading 'Statutory Resolutions', and a copy thereof sent to the Government.

(3) The Speaker may, after considering the state of business in the House and in consultation with the Leader of the House, allot a day or days or part of a day for the discussion of any such resolution.

CHAPTER III

QUESTIONS

Consolidation of questions on same or allied subject.

10. Where a large number of notices of questions are received from several members on the same or allied subject, the Speaker may direct that all the notices be consolidated into a single notice if, in the opinion of the Speaker, it is desirable to have a single self-contained question covering all the important points raised by members:

[1][Provided that in the case of such a consolidated question being placed on the list of questions for oral answer, the names of not more than two members, determined in the order of precedence, shall be shown against such question and the notices of such members as are in excess shall be disallowed:

Provided further that in the case of such a consolidated question being placed on the list of questions for written answer the names of all the members concerned shall be bracketed and shown in the order of precedence.]

Admissibility of questions.

[2]**[10A.** Besides the conditions of admissibility of questions mentioned in rule 41, a question shall be inadmissible on any of the following grounds:—

(i) It seeks information on matters which tend to encourage fissiparous and divisive tendencies and weaken the unity and integrity of the country;

(ii) It relates to a matter of day-to-day administration or tends to further the interest of an individual or a few individuals;

---

[1] Sub. by L.S. Bn. (II) dated 10.5.1989, para 2931.

[2] Sub. by L.S. Bn. (II) dated 10.5.1989, para 2931 and further.
Sub. by L.S. Bn. (II) dated 5.10.1990, para 817.

(iii) It relates to a matter falling primarily within the jurisdiction of the Chief Election Commissioner, C&AG, courts and other such functionaries;

(iv) It relates to petitions and memoranda received by Ministers which are not of public importance;

(v) It relates to a matter under negotiation with a government of other country and its disclosure may affect the course of negotiations to the detriment of the national interests; and

(vi) It relates to a matter within the jurisdiction of the Speaker.]

Limit of number of questions.

[3]**[10B.** A member shall be allowed to give not more than ten notices of questions both for oral and written answers, in all, for any day. Notices received in excess of ten from a member for a day shall be kept for subsequent day(s) concerning that Minister(s) during the period of that session only. Members who intend to give notices for the entire session may do so by indicating their *inter se* preference. In case, no such preferences are indicated, notices of questions in excess of ten per day shall be considered for subsequent day(s) on the basis of point of time of their receipt. However, the existing overall limit of five admitted questions per day per Member shall continue.]

List of starred questions.

11. Questions in the list of questions for oral answer on a day under rule 37 shall be arranged in accordance with the priority secured by each member at the ballot held for the purpose.

Printing of questions in proceed-ings.

12. When a question, placed on the list of questions for oral or written answer on any day in the name of more than one member, is answered, the names of all such members shall be shown on the question in the printed report of the proceedings of Lok Sabha:

---

[3]Added by L.S. Bn. (II), dated 16.4.2010, para 1354.

Provided that in the case of a question orally answered the name of the member who actually asked the question on the floor of the House shall be stated first and indicated by an asterisk mark.

Supply of statements in answer to starred questions to members concerned in advance and treatment thereof.

13. (1) When a statement is to be laid on the Table of the House in answer to a question for oral answer or where reference is made to an answer to a previous question, a copy of the statement together with a copy of the question and answer to which reference is made shall be made available to the member concerned half an hour in advance of the question hour.

(2) The copy of such a statement or answer to previous question referred to in the answer to a question for oral answer shall be supplied on request only to the member in whose name the question stands or to the member authorised by such member to ask the question on that member's behalf or to any person who has been duly authorised by such member in writing to receive the statement or answer.

(3) Copies of such statements or answers shall be considered as confidential and shall not be released for publication till after the question is answered or the question hour is over, whichever is earlier. If for any reason such a statement is not laid on the Table or the answer is not given or the contents thereof are altered by the Minister while answering the question in the House, the original statement shall not be made public.

Answers to questions to be complete.

13A. (1) Answers to questions given in the House shall be complete and, as far as possible, each part thereof shall be answered separately.

(2) On the attention being drawn to an answer, if the Speaker is satisfied that it does not fulfil this condition, the Speaker may direct the Minister to give a complete answer.

Answering together of starred questions on same or allied subject.

14. Where two or more questions on the same or allied subject addressed to a Minister for oral answer appear on the list of questions for any particular day and when the first of them comes up for answer, the Speaker may herself/himself or on the request of any member, direct that any or all such questions be taken up together for answer, irrespective of the order in which they stand in the list.

[4][**15.** ******]

Procedure for Ministers correcting answers to [5][***] questions. [7][***]

16. When a Minister wishes to correct any inaccuracy in the information which the Minister has given in answer to a starred/ [6][unstarred]/short notice question or a supplementary question[8][******], the following procedure shall be followed namely:—

(i) The Minister shall give to the Secretary-General notice of one's intention to make a statement. The notice shall be accompanied by a copy of the statement proposed to be made by the Minister.

(ii) When the House is in session, the Secretary-General shall include the item in the list of business on an appropriate day; and the Minister shall, when called upon by the Speaker, make the statement in the House.

(iii) When the House is not in session, the Secretary-General shall consider whether the statement shall be made by the Minister during the next session in which case the orders of the Speaker shall be taken. If the matter cannot wait till the next session, the statement shall be included in the official report of the proceedings

---

[4] Omitted by L.S. Bn. (II) dated 16.4.2010, para 1354.
[5] Omitted *ibid*.
[6] Ins. *ibid*.
[7-8] Omitted by L.S. Bn. (II) dated 10.5.1989, para 2931.

of the House and a foot-note given in the proceedings in the following manner:

"The original reply or statement by the Minister reads as follows:—

'.....'

The reply as printed above was sent by the Minister afterwards in substitution of the original reply."

NOTE:—In cases where it is not considered desirable to publish the original answer, the revised answer only shall be printed with a suitable foot-note.

(iv) The Minister's intention to correct the answer or statement shall ordinarily be intimated within one week to the Secretary-General provided that the Speaker may, on being satisfied with the reasons given, waive this requirement.

[9][(v) * * *]

[10][**16A** * * *]

Advance copies of statements by Ministers correcting answers and procedure after statements made.

17. (1) Copies of the statement proposed to be made by a Minister correcting the answer given by the Minister to a starred/[11][unstarred]/short notice question [12][or a supplementary question] shall be placed in the Parliamentary Notice Office half an hour before the sitting of the Lok Sabha on the day on which the statement is to be made, for the information of members.

(2) Copies of such statements shall be considered as confidential and shall not be released for publication until the statement is actually made.

---

[9] Omitted by L.S. Bn. (II) dated 16.4.2010, para 1354.
[10] Omitted *ibid.*
[11-12] Ins. *ibid.*

(3) After the statement has been made, the Speaker may permit members to ask supplementary questions which are strictly relevant to the subject matter of the correction made by the Minister.

Answering of short notice questions of absent members.

18. If on a short notice question being called, it is not asked by the member or the member in whose name it stands is absent or if the member has not authorised another member to ask the question on her/his behalf, the Speaker [13][may direct that the answer to it be given].

[14][* * *]

---

[13] Sub. by L.S. Bn. (II) dated 16.4.2010, para 1354.

[14] Proviso omitted *ibid*.

CHAPTER IV

HALF-AN-HOUR DISCUSSIONS

Laying of statement in reply.

19. When half-an-hour discussion under sub-rule (1) of rule 55 is interrupted for want of quorum or when there is no time for the Minister to give a full reply to the debate, the Minister may, with the permission of the Speaker, lay a statement on the Table of the House.

CHAPTER V

LEGISLATION

Introduction and Publication of Bills

Notice for leave to introduce Government Bills.

19A. (1) A Minister desiring to move for leave to introduce a Bill shall give in writing the notice of one's intention to do so.

(2) The period of notice of a motion for leave to introduce a Bill under this direction shall be seven days unless the Speaker allows the motion to be made at shorter notice.

Prior circulation of Bills for introduction.

19B. No Bill shall be included for introduction in the list of business for a day until after copies thereof have been made available for the use of members for at least two days before the day on which the Bill is proposed to be introduced:

Provided that Appropriation Bills, Finance Bills, and such Secret Bills as are not put down in the list of business may be introduced without prior circulation of copies to members:

Provided further that in other cases, where the Minister desires that the Bill may be introduced earlier than two days after the circulation of copies or even without prior circulation, the Minister shall give full reasons in a memorandum for the consideration of the Speaker explaining as to why the Bill is sought to be introduced without making available to members copies thereof in advance, and if the Speaker gives permission, the Bill shall be included in the list of business for the day on which the Bill is proposed to be introduced.

Opinion on Bills

Circulation of Bills for eliciting opinion.

20. (1) Where a motion that a Bill be circulated for the purpose of eliciting opinion thereon is carried, the Bill shall be circulated to the State Governments who shall be asked to forward in duplicate—

(a) their opinion on the provisions of the Bill;

(b) the opinions of members of State Legislatures and of such public bodies, selected officers and any other persons as the State Governments may think fit to consult,

as soon as possible but not later than the expiry of the date for circulation of the Bill specified in the motion.

(2) The State Governments shall also be asked to consult High Courts in case the Government of India consider it necessary to do so in this regard.

(3) The State Governments shall also be asked to publish the Bill in their Gazettes, and to make it clear therein that opinions by persons or public bodies shall be sent only through the State Governments and not direct to the Secretary-General or any Ministry of the Government of India.

Time limit for eliciting opinion.

21. Where a date for circulation of the Bill for eliciting opinions has not been specified in the motion, the State Governments shall be asked to send opinions within three months of the adoption of the said motion.

Printing of opinions as Papers to Bills.

22. After opinions have been received, they shall be edited and printed in convenient batches as Papers to the Bill. These Papers shall bear consecutive serial numbers.

Treatment of opinions in languages other than English and Hindi.

23. Opinions received in languages other than English and Hindi shall be treated as representations on the Bill and shall be kept in the Parliament Library after showing them to the Government of India. Members shall be informed about such representations through a notification in Bulletin-Part II.

Laying of Papers to Bills.

24. (1) As soon as opinions on a Bill are received they shall be laid on the Table by the member in charge:

Provided that in the case of a private member's Bill, in the absence of the member in charge, the opinions may be laid on the Table by the Minister concerned with the Bill.

(2) All opinions laid on the Table shall be printed and copies thereof shall be made available to members:

Provided that when the House is not in session, the Speaker may direct that the opinions may be circulated to the members before they are laid on the Table. In that case the opinion shall be laid on the Table as soon as possible thereafter.

Mode of laying of Papers to Bills.

25. The member in charge of the Bill while laying a Paper on the Table shall confine to a statement in the following form:—

'Madam/Sir, I beg to lay on the Table Paper No. 1 to the Bill..... (stating long title of the Bill) which was circulated for the purpose of eliciting opinion thereon by the direction of the House on..... 20.....'

Precis of opinions.

26. After the Bill, which has been circulated for the purpose of eliciting opinion thereon by the direction of the House, has been referred to a Select/ Joint Committee under sub-rule (3) of rule 75, copies of precis of opinions on the Bill laid on the Table shall be made available to members of the Select/Joint Committee on the Bill.

Private Members' Bills

Classification and allocation of time.

27. As soon as possible after introduction of a private member's Bill, the Bill shall be placed before the Committee on Private Members' Bills and Resolutions for classification and allocation of time under clauses (b) and (c) of rule 294(1). The member in charge of the Bill and the representative of the Ministry concerned with the Bill may be invited to appear before the Committee to present their views. The Committee shall classify the Bill and allot time to it after giving due weight to the considerations urged by the member in charge and the representative of the Ministry.

Clubbing of names in case of notices of identical Bills.

28. (1) The names of all members who have given separate notices of an identical Bill shall be shown together in the list of business against the motion for leave to introduce the Bill.

(2) The names of such members shall be appended to the Bill in the order in which the notices have been received in point of time.

(3) The member whose name appears first shall move the motion for leave to introduce the Bill:

Provided that in case the first member is absent, the next member present may make the motion for leave to introduce the Bill.

Giving of authority for introduction of Bill.

29. A member who has given notice of one's intention to move for leave to introduce a Bill, may authorise any other member to make the motion on that member's behalf:

Provided that the authority shall be in writing and shall specifically state that all subsequent motions in respect of the further stages of the Bill shall be in charge of the member so authorised:

Provided further that before the Bill is published in the Gazette, the Statement of Objects and Reasons accompanying the Bill shall be signed by the member who has actually introduced it.

Giving of authority to pilot Bill after introduction.

30. The Speaker may, on being satisfied on an application made in this behalf by the member in charge of a Bill that such member for reasons which the Speaker considers adequate is unable to pilot by oneself any or all stages of a Bill subsequent to its introduction, permit the member in charge of the Bill to nominate another member to pilot the stage or stages of the Bill in respect of which a request has been made to the Speaker.

AMENDMENTS TO BILLS

Insertion of new clause.

31. When an amendment for the insertion of a new clause in a Bill is adopted by the House, the Speaker shall put the question thus:

'The question is:

That clause *(quoting the number of the new clause)* be added to the Bill.'

Correction in Bills

Procedure for corrections in Bills.

32. No alteration shall be made in a Bill as introduced or in a Bill as reported by a Select/Joint Committee except by way of an amendment adopted in the House:

Provided that the Speaker shall correct any obvious printing or clerical error at any stage of the Bill by issue of a corrigendum to the Bill:

Provided further that in the case of a secret Bill printed by the Ministry concerned before introduction, such a correction in the Bill, as introduced, shall not relate to an error affecting taxation.

Indication in Debates Regarding Correction of Patent Errors in Bills

Incorporation of corrections in Debates.

33. (1) Where an amendment to a clause has been moved and adopted by the House and subsequently the Official Draftsperson, while scrutinizing the Bill, as passed, has suggested any correction which has been accepted by the Speaker as a patent error, such a correction shall be incorporated in the body of the amendment itself without any foot-note in the printed debate.

(2) Where the Speaker has accepted a correction suggested by the Official Draftsperson relating to a clause and not to an amendment to a clause which has been adopted by the House, such a correction shall be indicated with an appropriate foot-note, in the printed debates as indicated below:—

> "In view of the amendment to clause..... part ( ) of sub-clause ( ) of clause..... (as the case may be) adopted by the House the words '.....' occurring in clause...../part ( ) of sub-clause ( ) of clause..... (as the case may be) were omitted or inserted as patent errors under the direction of the Speaker."

Bills as Passed

Scrutiny, change of year and authentication.

34. (1) Where a Bill, as passed by the Houses, is in possession of the Lok Sabha, a copy thereof shall be sent to the draftsperson, in the Legislative Department, Ministry of Law and Justice for scrutiny before it is presented to the President under rule 128.

(2) If in the opinion of the draftsperson the Bill is not likely to be assented to in the same year in which the Bill is passed and the draftsperson makes a suggestion that the year in the title clause be changed, the Speaker may accept the suggestion and make the consequential change in clause 1 and other clauses of the Bill, wherever necessary.

(3) In such a case the Bill shall be authenticated in the same year in which it is likely to be assented to.

Laying of Bills after assent.

35. Every Bill passed by the Houses of Parliament and assented to by the President under article 111 of the Constitution shall be laid by the Secretary-General on the Table:

Provided that in the case of a Bill on which assent is obtained by the Rajya Sabha Secretariat, the Bill, as assented to by the President, shall be duly authenticated by the Secretary-General of Rajya Sabha before being laid on the Table.

Withdrawal and Removal of Bills

Advance circulation of reasons for withdrawal of Government Bills.

36. When a Bill pending in Lok Sabha is sought to be withdrawn by Government, a Statement containing the reasons for which the Bill is being withdrawn shall be circulated to members by the Ministry concerned sufficiently in advance of the date on which the motion for withdrawal is sought to be made.

Removal of pending Bills from Register of Bills.

37. Where a pending Bill seeks to amend an Act which is subsequently repealed, it shall be removed from the Register of Bills pending in the House.

CHAPTER VI

PETITIONS

Examination and presentation.

38. (1) As soon as a petition is received it shall be acknowledged in the form specified in the First Schedule.

(2) Every petition before presentation to the House shall be examined in order to see whether it is—

(a) in proper form;

(b) couched in respectful, decorous and temperate language;

(c) in conformity with the rules and decisions that may be taken from time to time.

(3) After the petition has been examined and is found to be generally in order, it shall be presented to the [1][House by the Member]:

Provided that in the case of a petition on a Bill pending before the House, [2][it shall be presented to the House, as soon as possible after its receipt]:

Provided further that in the case of a petition on a Bill pending before a Select or Joint Committee, the petition may be referred to that Committee without being presented to the House and the petitioner informed accordingly.

With-drawal of defective petitions.

39. If a petition, after presentation, is found defective, it may be withdrawn by an order of the Speaker and the petitioner informed accordingly.

Admissibility of petitions.

40. (1) A petition shall be rejected or returned to the petitioner if it—

[1-2]Sub. by L.S. Bn. (II) dated 17.2.2014, para 6175.

(i) relates to personal or individual grievances; or

(ii) relates to matters specified in clause (iii) of rule 160 of the Rules of Procedure.

(2) In case it is considered necessary to ascertain the facts from the Ministry concerned in order to determine the admissibility of the petition, a reference may be made to the Ministry and facts gathered or action taken by them ascertained.

CHAPTER VII

MOTIONS

Classification of motions.

41. (1) All motions, notice of which is received in the Lok Sabha Secretariat under the rules, shall be classified under the following categories, namely:—

(i) Substantive Motions;

(ii) Substitute Motions; and

(iii) Subsidiary Motions which are further divided into three classes:—

(a) Ancillary Motions,

(b) Superseding Motions, and

(c) Amendments.

(2) The classification referred to in (i) above shall be used in the case of appropriate motions. The rules governing these motions shall be as follows:—

(i) *Substantive Motions*—A substantive motion is a self-contained independent proposal submitted for the approval of the House and drafted in such a way as to be capable of expressing a decision of the House, *e.g.,* all resolutions are substantive motions.

(ii) *Substitute Motions*—Motions moved in substitution of the original motion for taking into consideration a policy or situation or statement or any other matter are called substitute motions. Such motions, though drafted in such a way as to be capable of expressing an opinion by themselves, are not strictly speaking substantive motions inasmuch as they depend upon the original motion.

(iii) *Subsidiary Motions*—They depend upon or relate to other motions or follow upon some proceedings in the House. They by

themselves have no meaning and are not capable of stating the decision of the House without reference to the original motion or proceedings of the House.

Subsidiary motions are further divided into:—

(a) Ancillary Motions;

(b) Superseding Motions; and

(c) Amendments.

(a) *Ancillary Motions*—They are motions which are recognized by the practice of the House as the regular way of proceeding with various kinds of business. The following are the examples of ancillary motions, namely:—

(i) That the Bill be taken into consideration.

(ii) That the Bill be passed.

(b) *Superseding Motions*—They are motions which, though independent in form, are moved in the course of debate on another question and seek to supersede that question. In that class fall all the dilatory motions. The following motions are superseding motions in relation to the motion for taking into consideration a Bill:—

(i) That the Bill be re-committed to a Select Committee.

(ii) That the Bill be re-committed to a Joint Committee of the Houses.

(iii) That the Bill be re-circulated for eliciting further opinion thereon.

(iv) That consideration of the Bill or the debate on the Bill be adjourned *sine die* or to some future date.

(c) *Amendments*—They are subsidiary motions which interpose a new process of question and decision between the main question and its decision. Amendments may be to the clause of a Bill, to a resolution or to a motion, or to an amendment to a clause of a Bill, resolution or motion.

Member to be shown in proceedings as mover of motion, amendment or cut motion.

42. Where a motion, an amendment or a cut motion placed on the order paper in the names of several members is treated as moved on an indication being given by such members in writing to the Speaker, it shall be deemed to have been moved by the member whose name appears first on the order paper and if that member has not indicated the intention to move or is not present in the House then, by the second member or the third member etc., who may be present and the name of only such member shall be shown in the proceedings as the mover of that motion, amendment or cut motion, as the case may be.

Amendment or cut motion moved but not put to vote.

43. When an amendment or a cut motion is moved but not put to the vote of the House by the Speaker and the original motion or demand for grant is passed by the House, the amendment or cut motion shall be deemed to have been negatived by the House.

Amendment or motion moved but not pressed.

44. If at the end of the debate, a member who has moved an amendment or a motion which has also been proposed by the Chair, informs the Chair that the member does not want to press it and if thereupon the amendment or motion is not put by the Chair to the vote of the House such amendment or motion shall be deemed to have been withdrawn by the leave of the House:

Provided that if any member requests the Chair to put the amendment or motion to the vote of the House, the amendment or motion shall be put to the vote of the House.

Order of putting substitute motions to vote.

45. (1) When substantive motions have been moved by members in substitution of a motion under rule 342, the Speaker may, in own discretion, put them to the vote of the House in the following order:—

(i) Motions expressing disapproval of the policy or action of Government referred to in the original motion; and

(ii) Motions expressing approval of the policy or action of Government referred to in the original motion.

(2) Where any of the substantive motions moved in substitution of a motion under rule 342, is not put to the vote of the House by the Speaker, and any such other substantive motion in substitution of the same motion is passed by the House, the one not put to the House shall be deemed to have been negatived by the House or barred, as the case may be.

Date for report in motion for reference of a Bill to Select/ Joint Committee.

46. When a motion is moved for reference of a Bill to a Select Committee or to a Joint Committee of the Houses with the concurrence of the Rajya Sabha, the motion shall specify a definite date on or before which the Select Committee or the Joint Committee shall be instructed to report:

Provided that if on the date specified the House is not in session, the report shall be submitted to the Speaker who shall cause it to be laid before the House as soon as possible after the reassembly of the House.

With-drawal of private members' Bill.

47. On a day allotted for the disposal of private members' Bills, a Bill in respect of which the motion is that leave be granted to withdraw the Bill, shall be set down in the list of business for that day immediately after the Bills for introduction.

CHAPTER VIIA

CALLING ATTENTION

Procedure when two calling attention admitted for a day.

47A. (1) Where under rule 197(3) two calling attention matters have been included in the list of business for a day, the Minister concerned may make a brief statement in respect of the first matter. In respect of the second matter, a statement may be laid on the Table by the Minister concerned. Copies of the statement so laid shall be supplied to the members in whose names the item stands in the list of business [1][and the Minister shall reply at the end to the clarificatory questions asked thereon].

(2) If the Prime Minister is to make a statement in response to one of the two calling attention matters on a day, that matter may be given *inter se* priority in the list of business.

---

[1]Added by L.S. Bn. (II) dated 10.5.1989, para 2931.

CHAPTER VIIB

RESIGNATION OF SEATS IN THE HOUSE

Resignation of seats in the House.

47B. (1) A letter of resignation under rule 240 of the Rules of Procedure shall become effective only after it is accepted by the Speaker.

(2) The resignation shall take effect from the date from which the resignation is accepted by the Speaker and it shall be not open to a member to withdraw the resignation after it is accepted by the Speaker.

(3) If the member has specified a future date for her/his resignation to take effect, the resignation shall take effect from the date so specified if the Speaker has accepted the resignation by that date.

(4) The resignation shall not be accepted from a date earlier than the one on which it is received by the Speaker or in the Lok Sabha Secretariat.

CHAPTER VIII
PARLIAMENTARY COMMITTEES

GENERAL DIRECTIONS

Parliamentary Committee.

48. In this Chapter, unless the context otherwise requires, 'Committee' means and includes 'Parliamentary Committee' as defined in sub-rule (1) of rule 2.

[1][Manner of election to Committees.

48A. Elections to Parliamentary Committees shall be held in accordance with the regulations made by the Speaker for holding of elections to Committees by means of the single transferable vote.]

Applicability of general directions to Parliamentary Committees.

49. Except for matters for which special provision is made in the directions relating to any particular Committee, the general directions in this Chapter shall apply to all Committees; and if and so far as any provision in the special directions relating to a Committee is inconsistent with general directions, the former shall prevail.

Venue of sittings.

50. (1) Sitting of a Committee/Sub-Committee, whether formal or informal, at which Officers or staff of the Lok Sabha Secretariat are required to be present, shall invariably be held within the precincts of the Parliament House. If, for any reasons, it becomes necessary to hold a sitting of the Committee outside the Parliament House, the matter shall be referred for directions of the Speaker.

(2) When the Committee is on a study tour, informal sittings may be held at the place of the visit, but at such sittings, no decisions shall be taken nor any evidence recorded.

Time of sittings whilst House sitting.

51. Unless the Speaker otherwise permits, no sitting of a Committee shall be held after the commencement of a sitting of the House and before 15.00 hours on days when the House is sitting.

---

[1] Ins. by L.S. Bn. (II) dated 10.5.1989, para 2931.

[2]**[51A.** No sitting of a Committee shall be cancelled or preponed or postponed by the Chairperson of a Committee by reason only of immediate non-availability of the Chairperson, for the sitting or, for the absence from the sitting already fixed.]

Last minute cancellation of sittings of Committees.

52. (1) A member desiring to make any observations at the sitting of a Committee shall address the Chairperson and make all remarks to other members through the Chairperson.

Procedure for speaking in Committees.

(2) A member shall not speak unless the Chairperson calls.

(3) Any member, who desires to interrupt while another member is speaking, shall seek the permission of the Chairperson to do so.

52A. (1) Where a member of a Committee has a personal, pecuniary or direct interest in any matter which is to be considered by the Committee, such member shall state one's own interest therein to the Speaker through the Chairperson of the Committee.

Personal, pecuniary or direct interest of member.

(2) After considering the matter, the Speaker shall give decision which shall be final.

53. The Chairperson, if considers that sufficient discussion has taken place on a question, may, without further discussion, put the question to vote and arrive at a decision.

Putting of question to vote.

54. If a member desires to reopen a question on which a Committee has already taken a decision the member shall, in the first instance, obtain the permission of the Chairperson to do so.

Reopening of question.

55. (1) The proceedings of a Committee shall be treated as confidential and it shall not be permissible for a member of the Committee or any one who has access to its proceedings to communicate, directly or indirectly, to the press any information regarding its proceedings including its report or any conclusions arrived at, finally or tentatively, before the report has been presented to the House.

Proceedings and certain documents treated as confidential.

[2A][(1A) The provisions of clause (1) shall also *mutatis mutandis* apply to the proceedings of meetings held by the Speaker with the Leaders of Parties and Groups in Lok Sabha.]

---

[2]Added by L.S. Bn. (II), dated 25.6.2010, para 1522.

[2A]Ins. by L.S. Bn. (II) dated 9.9.1974, para 1933.

(2) Whenever a paper or document, marked 'secret' or 'confidential' is circulated to the members of the Committee, the contents of such paper or document shall not be divulged by any member either in the minute of dissent or on the floor of the House, or otherwise, without the permission of the Speaker; and where such permission has been obtained any restriction imposed by the Speaker in regard to the manner in which, or the extent to which, the information contained in the document may be divulged, shall be strictly observed.

Procedure regarding sub-Committees.

56. (1) If a Committee appoints a sub-Committee to consider special points under rule 263(1), the report of the Sub-Committee duly signed by the Chairperson on behalf of the Sub-Committee shall be submitted by the prescribed period and copies of the same shall be made available to all members of the Committee before they meet to consider the report of the Sub-Committee.

(2) The Chairperson of the Committee shall appoint the Chairperson of the Sub-Committee.

(3) The procedure in the Sub-Committee shall, as far as practicable, be the same as is followed in the whole Committee.

Evidence of experts and interested parties.

57. (1) A Committee may take evidence of experts or interested parties on their own initiative or on requests made.

(2) The witnesses who express their desire to appear before the Committee shall supply sufficient number of copies of written memoranda for circulation to the members of the Committee who may consider the same at their sitting and then decide whether such witnesses should be called to appear before the Committee.

Evidence liable to be treated as public.

58. Where witnesses appear before a Committee to give evidence, the Chairperson shall make it clear to the witnesses that their evidence shall be treated as public and is liable to be published, unless they specifically desire that all or any part of the evidence

given by them is to be treated as confidential. It shall, however, be explained to the witnesses that even though they might desire their evidence to be treated as confidential such evidence is liable to be made available to the members of Parliament.

Evidence of officials of Government of India and Undertakings.

59. (1) Where a Ministry or Department or Undertaking is required to give evidence before a Committee on any matter, the Ministry or Department or Undertaking shall be represented by the Secretary or the Head of the Department or Undertaking, as the case may be:

Provided that the Chairperson of the Committee may, on a request being made in this behalf, permit any other senior officer to represent the Ministry or Department or Undertaking before the Committee.

(2) The Committee may require the Ministry or Department or Undertaking to furnish to the Lok Sabha Secretariat a sufficient number of copies of any memorandum containing its views on the matter under discussion for circulation to members of the Committee in advance of the date on which the representative of the Ministry or Department or Undertaking has to give evidence before the Committee.

(3) A '*resume*' of the evidence given by the representative of the Ministry or Department or Undertaking may be embodied in or appended to the minutes of the sittings.

Evidence of officials of State Governments.

60. (1) Whenever it is felt necessary to invite an official of a State Government to appear as a witness before a Committee or to ask the State Government to produce a document or paper before the Committee, the orders of the Speaker shall be obtained before the official or the State Government is asked to comply with the request.

(2) In case the Speaker decides that it is not necessary to summon a particular State official as a witness, or that the State Government need not be asked to produce a paper, document or record, the

Chairperson of the Committee concerned, if thinks necessary, may apprise the Committee of the Speaker's decision.

Consideration of memoranda supplied by witnesses.

61. A Committee shall, in the first instance, consider the memoranda supplied by the witnesses, when copies are circulated to all the members of the Committee, and the nature of questions that may be asked of the witnesses shall be for clarification of any points included in their memoranda or any other fresh point arising out of the discussion.

Mode of examination of witnesses.

62. (1) The Chairperson may first ask any question and thereafter may call other members, one by one, to ask questions.

(2) Witnesses may, with the permission of the Chairperson, place before the Committee any other relevant information which has not been already placed before the Committee.

Mode of addressing communications on matters before Committees.

63. All Communications from Ministries and all suggestions, memoranda and representations etc., in respect of matters pending before a Committee which are received from individuals, associations and public bodies shall be addressed to the Secretary-General and if in any case a letter, memorandum etc., is addressed or sent direct to the Chairperson, such letter, memorandum, etc. may be sent to the Lok Sabha Secretariat for its disposal and record.

Procedure for presenting views of Ministries to Speaker.

63A. If any Ministry or Department wish to present their views to the Speaker on any matter which has been considered by, or is pending before, a Committee, they shall forward to the Lok Sabha Secretariat a written statement formulating precisely the points on which the decision of the Speaker is desired. The statement, together with the relevant papers showing the views of the Committee, shall then be submitted to the Speaker who may, if necessary, discuss the matter with the Minister concerned and/or with the Chairperson of the Committee before arriving at a decision.

Expunction from documents presented to Committees.

64. (1) If in the opinion of the Chairperson, a document such as representation, memorandum etc., presented to a Committee contains words, phrases or expressions which are unparliamentary, irrelevant or are not couched in respectful, decorous and temperate language, or are otherwise inappropriate, the Chairperson may order such words, phrases or expressions to be expunged from such document.

(2) Notwithstanding anything contained in (1) above, the Speaker shall have the power to order expunctions in like circumstances or to review all decisions regarding expunction from such documents and the decision of the Speaker thereon shall be final.

Verbatim proceedings.

65. (1) Verbatim proceedings of a Committee, if taken, shall be treated as confidential and shall not be made available to anyone without the orders of the Speaker.

(2) Relevant portions of the verbatim proceedings of the sitting, at which evidence has been given, shall be forwarded to the witnesses and members concerned for confirmation and return by a date fixed by the Lok Sabha Secretariat. If corrected copies of the proceedings are not received back by the specified date, the reporter's copy may be treated as authentic.

(3) Corrections in the verbatim proceedings, if any, shall be made neatly and legibly by the witness or the member, as the case may be, in ink and one's own handwriting and shall be confined to correction of inaccuracies which may have occurred in the process of reporting and not for the purpose of improving their literary form or altering their substance by additions and deletions.

Minutes.

66. (1) The decisions of a Committee shall be recorded briefly in the minutes of the Committee.

(2) The draft minutes shall be prepared by the Lok Sabha Secretariat and approved by the Chairperson.

(3) The minutes of each sitting may be circulated to members of the Committee. Relevant extract

therefrom may also be circulated to any Ministry or Officer, if considered necessary.

(4) If any member desires any alterations in the minutes, on the ground that they are not in conformity with the decision arrived at, the matter shall be referred to at the next sitting of the Committee and the decision of the Committee taken thereon shall be incorporated in the minutes of the sitting.

(5) Until the minutes are presented to the House, they shall be treated as confidential.

Laying of minutes.

67. (1) After the minutes of a sitting or sittings of a Committee have been approved by the Chairperson, or in the absence of the Chairperson, by the member of the Committee who presided at the sitting, or sittings, as the case may be, an authenticated copy thereof may be laid on the Table of the House.

(2) An entry shall be made in the list of business for the day regarding the laying of the minutes on the Table.

(3) The Chairperson or a member of the Committee shall, while laying the minutes on the Table, confine oneself to a statement in the following form:—

'Madam/Sir, I beg to lay on the Table of the House the minutes of the .... Sitting (or Sittings) of the Committee on... held on....'

Reports.

68. (1) A Committee shall present reports to the House or to the Speaker, as the case may be, from time to time.

(2) The draft of the report shall be prepared by the Lok Sabha Secretariat and may be placed before the Committee after it is approved by the Chairperson.

(3) There shall be no minute of dissent to the report.

Circulation and consideration of draft reports.

69. (1) The Chairperson of a Committee may direct that the typed, cyclostyled or proof copies of the draft report together with any other documents connected therewith, be circulated amongst the

members of the Committee before the date fixed for the consideration of the draft report.

(2) On the date fixed for the consideration of the draft report, the Chairperson shall read out the draft report, paragraph by paragraph, putting the question to the Committee at the end of each paragraph, 'That the paragraph do stand part of the report'. A member objecting to any portion of the report, not being in conformity with the decisions arrived at, shall propose amendment to bring it in line with the decisions. The amendment, if accepted, shall be incorporated in the said paragraph.

Mention in report and circulation of evidence.

70. (1) A Committee shall mention in the report, wherever necessary, the fact that evidence was given before it.

(2) The record of evidence if so decided by the Committee, shall be printed and copies thereof circulated to all members of the House.

Signing of report of Committee.

71. The Chairperson or in the absence of Chairperson another member chosen by the Committee under rule 258(3) or rule 277(3), as the case may be, shall sign the report on behalf of the Committee.

Presentation of report of Committee to Speaker when House not in session.

71A. (1) Ordinarily the report of a Committee shall be presented to the House, but in case the Committee complete their report when the House is not in session, the Chairperson of the Committee may present it to the Speaker.

(2) The Speaker may under the provisions of rule 280 order the printing, publication or circulation of the report before it is presented to the House.

(3) Where a report is presented to the Speaker or where its printing, publication or circulation have been ordered by the Speaker, the fact shall be notified in Bulletin-Part II.

(4) The Speaker may, if so requested by the Committee, direct that matters of factual nature, or patent errors may be corrected in the report presented to the Speaker by a Committee, before the report is printed, published or circulated and later presented to the House.

(5) The report shall be presented to the House during the next session at the first convenient opportunity by the Chairperson or in the absence of Chairperson by a member of the Committee. While presenting the report, the Chairperson or in the absence of Chairperson the member presenting the report shall confine oneself to a brief statement to the effect that the report was presented to the Speaker when the House was not in session and that orders for its printing, publication or circulation were given by the Speaker under rule 280.

(6) Where the Lok Sabha is dissolved, after the presentation of the report to the Speaker, and before the presentation of the report to the House, the report shall be laid by the Secretary-General on the Table of the new House at the first convenient opportunity. While laying the report, the Secretary-General shall make a statement to the effect that the report was presented to the Speaker of the preceding Lok Sabha before its dissolution and where it was ordered by the Speaker to be printed, published or circulated under rule 280, the Secretary-General shall also report that fact to the House.

Correction of patent errors or factual matters in reports.

71B. The Chairperson of a Committee/Sub-Committee shall have power to correct patent errors or matters of factual nature in the report adopted by the Committee/Sub-Committee, before its presentation to the House/Speaker or whole Committee, as the case may be.

Printing and circulation of reports.

72. (1) The report, together with the documents connected therewith, if any, shall be printed before or after presentation to the House or the Speaker, as the case may be.

(2) Until the report is presented to the House, it shall be treated as confidential.

(3) As soon as possible after presentation of the report to the House printed copies of the report shall be circulated to members of the Lok Sabha and the Ministries of the Government of India and to such other persons, authorities etc. as may be determined from time to time.

Time gap for release to press reports circulated to members under rule 280.

73. Where, under rule 280, a report of a Committee is circulated to members prior to its presentation to the House, it shall be released to the press after a week from the date of despatch of copies to members.

[3][STATEMENT BY MINISTER ON COMMITTEE REPORTS

Implementation of Committees' recommendations.

73A. The Minister, with regard to the Ministry concerned, shall make once in six months a statement in the House regarding the status of implementation of recommendations contained in the Reports of Departmentally Related Standing Committees of Lok Sabha.]

SELECT/JOINT COMMITTEES ON BILLS

Memoranda or representations addressed to Select / Joint Committees.

74. When any memorandum/representation addressed to a Select/Joint Committee on a Bill is received in the Lok Sabha Secretariat at any time after the Committee has met, it shall form part of the records of the Committee and no person shall, without the Speaker's permission, quote therefrom or send copies thereof to anyone else, unless it has been presented to the House either along with the report of the Committee or separately.

Notice and admissibility of amendments.

75. (1) If a member wants to move amendments at a sitting of a Select/Joint Committee, the member shall send, one day in advance, a copy of the notice of such amendments to the Lok Sabha Secretariat. Copies of the amendments shall be circulated by the Lok Sabha Secretariat to all members of the Select/ Joint Committee to facilitate discussion at the sittings of the Select/Joint Committee.

(2) If any question arises whether a particular amendment is within the scope of the Bill, the question shall be decided by the Chairperson of the Select/ Joint Committee whose decision shall be final.

No general discussion on Bill.

76. The principle of the Bill having been accepted by the House by adoption of the motion for reference of the Bill to the Select/Joint Committee, further general discussion on the Bill as a whole shall not be permissible in a Committee.

---

[3]Added by L.S. Bn. (II), dated 1.9.2004, Para 456.

Clause by Clause discussion of Bill.

77. The Chairperson shall ordinarily put the Bill before a Select/Joint Committee, clause by clause, and invite members to offer their comments, if any, and thereafter members may move their amendments, if any.

Consideration of draft report and Bill as amended.

78. After the clause by clause consideration of the Bill is over, the Chairperson shall fix a sitting of a Select/Joint Committee not earlier than three days thereafter to consider the draft report and the Bill as amended unless a shorter period is fixed by the Committee by a unanimous vote.

Speaker to be kept informed of Committee's Progress.

79. (1) The Chairperson shall keep the Speaker informed of the progress in the work of a Select/Joint Committee from time to time.

(2) Whenever the progress of the Select/Joint Committee in regard to the Bill before them is such that there is likelihood of there being delay in the presentation of the report to the House, the matter shall be brought to the notice of the Speaker as soon as it becomes clear to the Chairperson that such delay is likely to occur. The Chairperson shall briefly state the circumstances which are responsible for such delay, the estimated time that it would take to complete the work and any other matter which, in the opinion of Chairperson, should be brought to the notice of the Speaker.

Extension of time for presentation of report.

80. (1) The Chairperson or in the absence of the Chairperson any member of a Committee, shall, if so authorised by the Committee and after informing the Speaker as laid down in direction 79(2), move in the House for extension of time for the presentation of the report to a definite date which shall be specified in the motion.

(2) The date upto which the time of presentation of the report is sought to be extended may be specified on the reasonable presumption that the House might be in session on that date. If, however, it happens that the House is not in session on the date so specified, the report shall be submitted to the Speaker on or before that date as the Committee may decide and the Speaker shall cause it to be laid before the House as early as possible after the House reassembles.

Submission of memoranda on Bills by members.

81. (1) At any time before the consideration of the Bill is finally concluded by a Select/Joint Committee, any member of the Committee may submit a memorandum or note containing the views of that member on the Bill in writing to the Committee.

(2) The Chairperson, if thinks fit, may direct that copies of the note or extracts therefrom be circulated to the members of the Committee.

Petitions on Bills stand referred to Select/ Joint Committees.

82. All petitions which are received in the Lok Sabha Secretariat and are considered as admissible under the rules shall stand referred to the Select/Joint Committee on the Bill to which they relate, if such a Committee has been constituted. Such petitions may be examined by the Committee which may also give a hearing to such petitioners if deemed necessary.

Particulars of petitions etc., and action taken to be stated in reports.

83. Where any petition, representation or memorandum is received by a Select/Joint Committee, the report of the Committee shall state the number of such documents received and shall also attach an appendix giving briefly the particulars thereof and action taken thereon.

Pattern of report.

84. Unless the Speaker otherwise directs, the report of a Select/Joint Committee on a Bill shall have introductory paragraphs as given in the Second Schedule, with such changes as may be necessary in the light of the facts of each case.

Minute of dissent.

85. If a member desires to append a minute of dissent to the report of a Select/Joint Committee, the member shall hand over the minute of dissent, written in ink or typed on foolscap size paper, to the officer in charge of the Select/Joint Committee on or before the date and time fixed by the Chairperson of the Committee.

Date of minute of dissent.

86. If a minute of dissent sent by a member does not bear any date, the date on which the same is received in the Lok Sabha Secretariat shall be indicated against the name of the signatory in the manner shown below:—

'[Received on the ..... 20]'

Minute of dissent from member absent when report adopted by Committee.

87. A member who has been absent from the sitting or sittings of a Committee at which the draft report of the Committee was considered and adopted with or without amendments, as the case may be, may give a minute of dissent if that member certifies in writing of having read the report.

Committee to be informed of direction 87.

88. At the conclusion of the clause by clause consideration of the Bill, the Chairperson shall inform the Committee of the provisions of direction 87.

Minute of dissent to be given after adoption of report.

89. A minute of dissent shall be given only after the draft report has been considered and adopted by a Committee and it shall not be conditional in any respect.

Minute of dissent not acceptable after presentation of report.

90. A minute of dissent shall not be accepted after the report has been presented to the House.

Expunction from minute of dissent.

91. (1) If in the opinion of the Chairperson, a minute of dissent contains words, phrases or expressions which are unparliamentary, irrelevant or otherwise inappropriate, the Chairperson may order such words, phrases or expressions to be expunged from the minutes of dissent.

(2) Notwithstanding anything contained in (1) above, the Speaker shall have the power to order expunctions in like circumstances or to review all decisions regarding expunction from minutes of dissent and the decision of the Speaker shall be final.

Documents to be presented along with report.

92. Along with the report of a Select/Joint Committee, the following documents shall also be presented to the House, namely:—

(i) the minutes of the various sittings of the Select/Joint Committee;

(ii) Government amendments, if any; and

(iii) other important papers, if any, made available to the members of the Select/Joint Committee and approved by the Chairperson of the Committee for presentation to the House.

Printing and circulation of reports.

93. (1) As soon as the report of a Select/Joint Committee is presented to the House the report together with the following papers shall be printed and circulated to the members of the House, namely:—

(a) notes and minutes of dissent, if any;

(b) the Bill as reported by the Select/Joint Committee;

(c) the minutes of the various sittings of the Select/Joint Committee;

(d) Government amendments, if any; and

(e) other important papers, if any, made available to members of the Select/Joint Committee.

(2) The papers mentioned against items Nos. (c) to (e) may, where necessary, be printed separately.

COMMITTEE ON PETITIONS

Consideration of petitions.

94. After the presentation of a petition to the House, the Committee on Petitions shall meet to consider it as early as possible:

Provided that in the case of a petition on a Bill pending before the House, it shall meet as soon as possible after it has been presented or reported to the House and submit its report to the House or direct the circulation of the petition to the members, as the case may be, well in advance of the Bill being taken up in the House:

Provided further that in the case of a petition received on a Bill already under discussion in the House, the Committee shall meet to consider it immediately on its presentation after its receipt and submit its report or direct the circulation of the petition

to the members, as the case may be, well in advance of the Bill being disposed of by the House.

Consideration of representations etc.

95. The Committee shall also meet as often as necessary to consider representations, letters and telegrams from various individuals, associations etc., which are not covered by the rules relating to petitions, and give directions for their disposal:

Provided that representations, which fall in the following categories shall not be considered by the Committee, but shall be filed on receipt in the Secretariat:—

(i) anonymous letters or letters on which names and/or addresses of senders are not given or are illegible; and

(ii) endorsement copies of letters addressed to authorities other than the Speaker or House unless there is a specific request on such a copy praying for redress of the grievance.

Intimation to petitioner.

96. After the report has been presented, the petitioner shall be informed about it.

FINANCIAL COMMITTEES—COMMITTEE ON ESTIMATES, COMMITTEE ON PUBLIC ACCOUNTS AND COMMITTEE ON PUBLIC UNDERTAKINGS

[4][96A *** *** ***]

Appointment of Chairpersons or members of Financial Committees as members of Government Committees.

97. (1) Whenever the Chairperson or any member of the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings is invited to accept membership of any Committee constituted by Government the matter shall be placed before the Speaker before the appointment is accepted.

(2) Where the Speaker considers it inappropriate that the Chairperson or a member of the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings should

---

[4]Omitted by L.S. Bn. (II), dated 10.5.1989, para 2931.

serve on the Committee constituted by Government so long as the Chairperson or the member remains a member of the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings the latter shall not accept the appointment of membership of the Committee constituted by Government.

(3) Where in the interest of parliamentary work, the Speaker permits the Chairperson or a member of the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings, as the case may be, to accept the membership of a Committee constituted by Government, the Speaker may require that the report of the Government Committee shall be placed before the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings, as the case may be, for such comments as the latter Committee may deem fit to make before it is presented to Government.

Appointment of members of Government Committees as Chairpersons or members of Financial Committees.

97A. (1) Whenever a member, who is a member of a Committee constituted by Government, is elected to the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings, the matter shall be placed before the Speaker for deciding whether the member shall be permitted to continue with the membership of the former Committee.

(2) Where the Speaker considers it inappropriate that a member should continue to serve on the Government Committee on being elected to the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings, as the case may be, the member shall, if so required by the Speaker, resign membership of the Committee constituted by Government.

(3) Where in the interest of parliamentary work, the Speaker permits a member elected to the Committee on Estimates or the Committee on Public

Accounts or the Committee on Public Undertakings to continue to hold the membership of a Committee constituted by the Government, the Speaker may require that the report of the Government Committee shall be placed before the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings, as the case may be, for such comments as the latter Committee may deem fit to make before it is presented to Government.

Examination of matters of policy by Estimates Committee.

98. (1) The term 'policy' referred to in clause (a) of rule 310 relates only to policies laid down by Parliament either by means of statutes or by specific resolutions passed by it from time to time.

(2) It shall be open to the Committee to examine any matter which may have been settled as a matter of policy by the Government in the discharge of its executive functions.

(3) With regard to clause (b) of rule 310 the Committee shall not go against the policy approved by Parliament; but where it is established on evidence that a particular policy is not leading to the expected or desired results or is leading to waste, it is the duty of the Committee to bring to the notice of the House that a change in policy is called for. The fundamental objectives of the Committee are economy, efficiency in administration and ensuring that money is well laid out; but, if on close examination, it is revealed that large sums are going to waste because a certain policy is followed, the Committee may point out the defects and give reasons for the change in the policy for the consideration of the House.

Ministers not to be called before Financial Committees.

99. (1) The Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings may call officials to give evidence in connection with the examination of the estimates and accounts, respectively, relating to a particular Ministry or Undertaking. But a Minister shall not be called before the Committee either to give evidence or for consultation in connection with the examination of estimates or accounts by the Committee.

(2) The Chairperson of the Committee may, however, when considered necessary but after its deliberations are concluded, have an informal talk with a Minister, the estimates or accounts of whose Ministry or undertaking were under consideration by the Committee in order to apprise the Minister of:

(a) any matters of policy laid down by a Ministry or undertaking with which the Committee do not fully agree; and

(b) any matters of secret and confidential nature which the Committee would not like to bring on record in their report.

(3) The Committee may reconsider its conclusions in the light of such talk but shall not otherwise pursue further any of the matters with the Minister after they are brought to the notice of the Minister concerned by the Chairperson.

Examination of representatives of private companies or non-Government bodies by Financial Committees.

100. [5][Where the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings] takes up examination of the working of an agreement entered into by the Government of India or a public undertaking with a private company or any other non-Government body, the Committee may, if it deems fit summon or give an opportunity to the representatives of the Company or the non-Government body, as the case may be, to appear before the Committee and to give evidence on any point arising therefrom on which the Committee might desire to have further information or the representatives desire to give elucidation.

Procedure for Estimates Committee examining estimates of Defence Ministry.

101. The following procedure shall be adopted by the Committee on Estimates in examining the estimates of the Ministry of Defence:

(i) A sub-Committee of the Committee on Estimates may be appointed under rule 263 (1) of the Rules of Procedure and entrusted with the task of examining the estimates of the Ministry of Defence.

---

[5]Sub. by L.S. Bn. (II), dated 10.5.1989, para 2931.

(ii) The activities of the Defence Organisation on which the sub-Committee may concentrate or to which they may limit their enquiries may be determined in advance by the Chairperson of the Committee.

(iii) The Chairperson of the Committee shall regulate the procedure and organization of the work of the sub-Committee in such manner as the Chairperson may consider necessary.

(iv) The sub-Committee may call for information or hear officials or take any other evidence connected with the estimates under examination.

(v) (a) The usual conventions regarding 'secret' documents shall be observed by members of the sub-Committee.

(b) The discretion whether to reveal the contents of 'top secret' documents to the members shall be vested in the Chairperson of the Committee, who shall consider any submission that may be made in this regard by the Ministry of Defence. In case the Chairperson is unable to comply with the submissions of the Ministry, the matter shall be referred to the Speaker for guidance.

(c) The Chairperson of the Committee may determine whether in certain cases copies of 'secret' documents may not be distributed to members and only such copies may be made available for reference by members at a specified place in the Lok Sabha Secretariat.

(vi) Where Government decline to produce a document on the ground that its disclosure would be prejudicial to the safety or interest of the State, and in case of any doubt regarding the ground for not producing the documents, the Chairperson of the Committee may place such matter before the Speaker for guidance.

(vii) On completion of the examination of the estimates, the sub-Committee may arrive at conclusions and prepare such reports as they consider necessary.

(viii) (a) The Chairperson shall place the reports of the sub-Committee before the whole Committee for the consideration of the Committee:

Provided that such portions of the report of the sub-Committee as are considered by the Chairperson to deal with confidential matters, which it is not advisable to make public in the interest of security, may not be placed before the whole Committee but may be forwarded by the Chairperson to the Speaker.

(b) The Chairperson may make available to the whole Committee such of the evidence and papers seen by the sub- Committee as the Chairperson thinks fit.

(ix) (a) Such portions of the report of the sub-Committee as are placed before the whole Committee under (viii) (a) above and are approved by the whole Committee shall be deemed to be the report of the whole Committee.

(b) Such portions of the report as are forwarded by the Chairperson to the Speaker under proviso to (viii) (a) above may not be treated as a report of the Committee but shall be treated as a special and *ad hoc* report from the Chairperson to the Speaker.

(c) The Speaker may, transmit such *ad hoc* report to Government in such manner as is considered fit and while doing so, inform the House of the fact of having sent the report to Government.

(x) The procedure for the adoption by the main Committee of the report of the sub-Committee, which the Chairperson may bring before the whole Committee, and for the presentation thereof to the House shall be governed by the existing rules.

Procedure for Estimates Committee examining estimates relating to statutory and Government organisations not covered by Public Undertakings Committee.

101A. The following procedure shall be adopted by the Committee on Estimates in examining the estimates relating to Statutory and Government organisations which do not come within the purview of the Committee on Public Undertakings:—

(i) A standing sub-Committee of the Committee on Estimates on Statutory and Government organisations may be appointed under rule 263(1) of the Rules of Procedure at the beginning of each year after the constitution of the Committee on Estimates.

(ii) The members of the sub-Committee shall be nominated by the Chairperson from amongst the members of the Committee.

(iii) The sub-Committee may call for information or hear officials or take any other evidence connected with the estimates of the Statutory or Government organisation under examination.

(iv) On completion of the examination of the estimates of a Statutory or Government organisation, the sub-Committee may arrive at conclusions and prepare such reports as they may consider necessary.

(v) The reports of the sub-Committee shall be placed before the Whole Committee for their consideration and approval.

(vi) The Chairperson of the Committee shall regulate the procedure and organisation of the work of the sub-Committee in such manner as the Chairperson may consider necessary.

NOTE:— If a question arises as to which statutory and Government organisations should come within the purview of the standing sub-Committee, it shall be referred to the Speaker whose decision shall be final.

[6][Action taken on recommendations of Estimates Committee or Committee on Public Accounts or Committee on Public Undertakings.]

102. (1) Government shall as early as possible, after the presentation of the report of the Committee on Estimates [7][or the Committee on Public Accounts] or the Committee on Public Undertakings, furnish the Committee, in the first instance, with a statement showing action taken on the recommendations contained in the report. The statement shall contain the views of Government on all the recommendations including those which are accepted by Government.

(2) As early as possible after the receipt of the replies, the Committee shall consider them and finalise their views as to whether the replies are acceptable to them or not. In respect of the replies to recommendations which are not accepted by Government, the Committee may express their own views, in case they do not accept the replies of Government.

[8][Thereafter the Committee shall present further report to the House regarding the action taken on the original recommendations made by the Committee. The report shall consist of five Chapters as follows:—

I. Report;

II. Recommendations/Observations which have been accepted by Government;

III. Recommendations/Observations which the Committee do not desire to pursue in view of Government's replies;

IV. Recommendations/Observations in respect of which replies of Government have not been accepted by the Committee; and

V. Recommendations/Observations in respect of which final replies of Government are still awaited.]

---

[6] Sub. by L.S. Bn. (II), dated 10.5.1989, para 2931.

[7] Ins. by *ibid.*

[8] Sub. by *ibid.*

[9][(3) Government shall, as early as possible, after the presentation of the Action Taken Report of the Committee on Estimates or the Committee on Public Accounts or the Committee on Public Undertakings, furnish statements of action taken or proposed to be taken by them on the recommendations contained in Chapter I and the final replies to the recommendations contained in Chapter V of the report. The replies so received shall be consolidated in the form of a statement and after the approval of the Chairperson, laid on the Table of the House.]

COMMITTEE ON SUBORDINATE LEGISLATION

Functions.

103. (1) The Committee on Subordinate Legislation may examine all 'Orders', whether laid on the Table of the House or not, framed in pursuance of the provisions of the Constitution or a statute delegating power to a subordinate authority, to make such Orders.

(2) The Committee may examine provisions of Bills which seek to—

(i) delegate powers to make 'Orders', or

(ii) amend earlier Acts delegating such powers,

with a view to see whether suitable provisions for the laying of the 'Orders'on the Table of the House have been made therein.

(3) The Committee may examine any other matter relating to an 'Order' or any question of subordinate legislation arising therefrom.

Examination of Bills referred to Committee by Speaker.

103A. (1) The Speaker may also refer Bills containing provisions for delegation of legislative powers to the Committee and where a Bill is so referred, the Committee shall examine —

(i) the extent of such powers sought to be delegated; and

[9]Add. by L.S. Bn. (II), dated 10.5.1989, para 2931.

(ii) where powers are sought to be delegated to State Governments or other authorities for bringing into operation any subsidiary provisions or to make any further rules or regulations, the necessity for such delegation as well as the extent and manner in which such powers shall be exercised by the subordinate authorities concerned.

(2) Where the Committee is of opinion that the provisions contained in the Bill delegating legislative powers should be annulled wholly or in part, or should be amended in any respect, it may report that opinion and the grounds thereof to the House before the Bill is taken up for consideration in the House.

Supply of documents by Ministries etc.

104. A Ministry or other authority may be required to supply, for the use of the Committee, a sufficient number of copies of the following documents, namely:—

(i) Statutory and Constitutional 'Orders'.

(ii) Amendments to such 'Orders'.

(iii) Reprinted editions of such 'Orders' as and when they are re-printed.

Procedure for examination of Order, Bill, etc.

105. (1) (i) After an 'Order' is published in the Gazette, it shall be examined by the Lok Sabha Secretariat to determine whether it is required to be brought to the notice of the Committee on any of the grounds laid down in rule 320, or in accordance with any practice or direction of the Committee.

(ii) After a Bill is introduced, or laid on the Table of the House, it shall be examined by the Lok Sabha Secretariat to determine whether it is required to be brought to the notice of the Committee on the ground laid down in the direction.

(2) If, in the course of examination of an 'Order', it is considered necessary to seek any clarification regarding any point, it shall be referred to the Ministry concerned and the matter, if necessary, re-examined in the light of such reply.

(3) If, after examination of an 'Order', a Bill or any other matter, it is considered necessary to bring any point or points to the notice of the Committee, a self-contained memorandum shall be prepared on the subject and, after the approval of the Chairperson, placed before the Committee.

Circulation of memoranda.

106. The approved memorandum together with copies or extracts of the relevant 'Order', wherever necessary, may, time permitting, be circulated to members of the Committee in advance.

Presentation of documents with reports.

107. Along with the report, the following documents shall also be presented to the House:—

(i) Summary of recommendations made in the report.

(ii) Relevant portions of the minutes of the sittings at which the matters referred to in the report were considered.

(iii) Such other material as may be considered necessary.

Action taken on recommendations of Committee.

108. (1) The Ministries shall be required to furnish from time to time to the Lok Sabha Secretariat, statements of action taken or proposed to be taken by them on the recommendations made by the Committee in their reports and on the assurances given by the Ministries in the course of their correspondence with the Committee. The information so received shall be placed before the Committee in the form of a memorandum with the approval of the Chairperson.

(2) In cases where any Ministry is not in a position to implement, or feels any difficulty in giving effect to a recommendation made by the Committee, the Ministry shall place its views before the Committee which may, if it thinks fit, present a further report to the House after considering the views of the Ministry in the matter.

Committees and Other Bodies Constituted by Government on Which Lok Sabha is Represented

108A. Where a motion adopted by the House provides for the election of members to a Committee, Commission or other body constituted by the Government (under the provisions of an Act or otherwise) in such manner as the Speaker may direct, the election shall, unless the Speaker otherwise directs, be held in accordance with the regulations made by the Speaker for holding of elections to Committees by means of the single transferable vote.

Manner of election to Government Committees etc. on which Lok Sabha is represented.

CHAPTER IX

GENERAL DIRECTIONS

NOTICES

[1][109 to * * * * * * * 112]

Notices of amendments to Bills or resolutions.

113. Notices of amendments to a Bill or a resolution may be given by members in advance of the inclusion of the relevant item in the list of business. Such amendments shall be circulated to members on the day on which the relevant item is included in the list of business [2][or in the statement made by Minister of Parliamentary Affairs regarding Government Business for next week.]

Lapsing of notices by member when appointed as Minister.

113A. If a member, subsequent to giving notice in writing in respect of any matter under the rules, is appointed a Minister such notice shall be treated as having lapsed from the date of such appointment.

Time limit for notices of certain categories.

113B. (1) Notices of adjournment motions calling attention to matters of urgent public importance, motions of no- confidence in the Council of Ministers, questions of privilege, or any other notice required to be given before the commencement of the sitting on the day on which the matter is proposed to be raised in the House, shall be given by 10.00 hours on that day.

Such notices, if received after 10.00 hours, shall be treated as notices given for the next sitting.

[Procedure for giving notices for motions under rule 184 or on short duration discussion under rule 193.

[3]**[113BB.** (1) Notices of Motions under rule 184 and Short Duration Discussions under rule 193 shall be accepted from the date following the date of issue of summons for a session.

(2) Such notices regarding statements to be made in the House by Ministers or statements, reports or

[1] Directions 109 to 112 omitted by L.S. Bn. (II), dated 19.4.1973.
[2-3] Add. by L.S. Bn. (II), dated 10.5.1989, para 2931.

papers to be laid on the Table shall be accepted from 10.00 hours on the day the list of business wherein the item has been included, is circulated to members.

(3) In a case where a supplementary list of business is circulated in the House in regard to a statement, notices in respect of that statement, received within fifteen minutes of circulation of the list of business, shall be deemed to have been received at the same point of time and their *inter-se* priority determined by ballot.

(4) In a case where an announcement is made by the Chair about a statement to be made by a Minister in the House, notices in respect of that statement shall be accepted from the time the announcement is made by the Chair in the House.

(5) In a case where a statement is made without being included in the list of business or supplementary list of business, notices in respect of such statement shall be accepted from the time the statement is actually made in the House.

(6) All notices received within fifteen minutes of announcement by the Chair, or statement by the Minister under clauses (4) and (5) respectively, shall be deemed to have been received at the same point of time and their *inter-se* priority determined by ballot.

Explanation.—The period of fifteen minutes referred to in clauses (3) and (6) shall be computed from the time of completion of circulation of list of business or the announcement by the Chair or the statement of the Minister, as the case may be.]

MOTIONS AND SHORT DURATION DISCUSSIONS

113C. Unless the Speaker otherwise directs, the No-Day-Yet-Named Motions and Short Duration Discussions shall be arranged in such a way that no member moves or raises more than two of these during a session.

Limit on number of Motions and Short Duration Discussions by a member in a session.

INFORMATION REGARDING ATTENDANCE OF MEMBERS OR EX-MEMBERS IN THE HOUSE

Information regarding attendance of members or ex-members.

114. (1) When a request is received from the member or ex-member for the supply of information regarding such member's attendance in the House on particular days or for a specified period according to the records of Lok Sabha Secretariat, the member or ex-member shall be asked to furnish the purpose for which the information is required.

(2) Each request shall be considered on merits.

(3) In case it is decided to comply with the request, it shall be indicated in the reply to the person concerned on which dates the member or ex-member had signed the attendance register.

MISTAKE OR INACCURACY IN STATEMENTS MADE IN THE HOUSE

[4][Procedure for Ministers correcting a mistake or inaccuracy in statements made in debate.

114A. (1) A Minister wishing to correct a mistake or inaccuracy, in the information given by such Minister during a debate may make a statement in the House correcting such mistake or inaccuracy with the consent of the Speaker.

(2) The procedure for making such statement shall be *mutatis mutandis* the same as laid down in direction 16.]

Procedure for pointing out mistake or inaccuracy in statements made by Ministers or members.

115. (1) A member wishing to point out any mistake or inaccuracy in a statement made by a Minister or any other member shall, before referring to the matter in the House, write to the Speaker pointing out the particulars of the mistake or inaccuracy and seek the permission of the Speaker to raise the matter in the House.

(2) The member may place before the Speaker such evidence as that member may have in support of the allegation.

(3) The Speaker, if thinks fit, may bring the matter to the notice of the Minister or the member concerned for the purpose of ascertaining the factual position in regard to the allegation made.

---

[4]Ins. by L.S. Bn. (II), dated 10.5.1989, para 2931.

(4) The Speaker, if thinks fit, may, permit the member who made the allegation to raise the matter in the House and the member so permitted shall, before making the statement, inform the Minister or the member concerned.

(5) The Minister or the member concerned may make a statement in reply with the permission of the Speaker and after having informed the other member concerned.

(6) The item regarding statement to be made by the member and the statement to be made by the Minister in reply thereto shall not be put down in the list of business unless copies thereof have been submitted in writing to the Speaker sufficiently in advance and the Speaker has approved them. Words, phrases and expressions which are not in the statements as approved by the Speaker, if spoken, shall not form part of the proceedings of the House.

METHODS FOR PARTICIPATION IN DEBATE

115A. (1) Any one of the following three methods may be adopted by members who desire to notify the Speaker of their intention to take part in a debate or discussion:— **Methods for participation in debate and selection of speakers.**

(a) The names of members who wish to participate in a particular debate or discussion may be supplied to the Speaker by the Parliamentary Parties or Groups.

(b) A member who prefers to write direct to the Speaker may do so without having to go through the machinery of Parliamentary Party or Group.

(c) A member who may not like to give one's own name to the Speaker through the Party or to write direct to the Speaker but wishes to adopt the well-known parliamentary practice of catching the Speaker's eye may stand in own seat whenever the member wishes to take part in a debate.

(2) Unless a member rises in own seat and catches the Speaker's eye, the member shall not be called upon by the Speaker to speak, irrespective of whether that member has sent one's own name through Party or Group to which the member belongs or has written direct to the Speaker.

(3) The Speaker shall not be bound by the lists or order in which names have been given by Parties or Groups or individuals directly. The lists shall be for the guidance of the Speaker only and it shall always be open to the Speaker to make changes whenever necessary in order that the debates are regulated in accordance with the general principles laid down by the Speaker from time to time.

[5][(4) If a member speaks without being called by the Speaker to speak or continues to speak despite the directions of the Speaker to conclude the speech forthwith, the Speaker may direct that such speech or portions thereof, as the case may be, shall not form part of the proceedings of the House.]

[6][SPEECHES IN LANGUAGES OTHER THAN HINDI OR ENGLISH

Procedure regarding speeches in languages other than Hindi or English.

115B. (1) A member may make a speech in Lok Sabha in any of the following languages, namely, [6A][Assamese, Bengali, Gujarati, Kannada, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Sanskrit, Tamil, Telugu or Urdu] provided the member gives at least half-an-hour's notice to that effect to the officer at the Table in order to enable the Interpreter concerned to take position in the Interpreters' Booth. The Speech shall be simultaneously interpreted into Hindi and English.

The translation of the speech of that member in Hindi and English shall thereafter be prepared and printed in the official report of the proceedings of the House with a footnote indicating the language in which the original speech was delivered.

---

[5]Add. by L.S. Bn. (II), dated 10.5.1989, para 2931.
[6]Sub. *Ibid.*
[6A]Sub. by L.S. Bn. (II), dated 17.2.2014, para 6175.

(2) A member desirous of making a speech in any language other than Hindi, English and the languages mentioned in clause (1) shall furnish to the officer at the table or the Parliamentary Notice Office, three authenticated copies of the translation of the speech of that member in Hindi or English in advance for use of the interpreters and later incorporation in the official report of the proceedings of the House:

Provided that where a member does not furnish such translation, the fact that the member spoke in a language other than Hindi or English or any of the languages mentioned in clause (1) shall be mentioned in the official report of the proceedings of the House with the remark that the member did not furnish the translation of the speech made in Hindi or English.

(3) A member or members (not more than two) in whose name(s) a question appears in the list of starred questions may ask supplementaries in any of the languages mentioned in clause (1) provided an advance notice in this regard is given not later than 3 P.M. on the working day preceding the day on which the question is listed for oral answer.]

Personal Explanation by Member

Personal explanation.

115C. No member shall be permitted to make a statement by way of personal explanation under rule 357 unless a copy thereof has been submitted in writing by the member to the Speaker sufficiently in advance and the Speaker has approved it. Words, phrases and expressions which are not in the statement approved by the Speaker, if spoken, shall not form part of the proceedings of the House.

Papers to be Laid on the Table

Entry in list of business.

116. (1) An entry shall be made in the list of business in respect of every paper or document which is received from a Minister duly authenticated for laying on the Table of the House.

(2) Papers received from Ministries shall generally be included in the agenda for laying on the Table after two days unless a specific date has been suggested by the Ministry concerned.

(3) Papers to be laid on the Table shall ordinarily be sent by Ministries two days in advance of the day on which the papers are proposed to be laid. In special circumstances, however, the Speaker may, on request, permit a Minister to lay a paper on the Table at shorter notice.

Laying of papers by private members.

117. A private member may lay a paper on the Table of the House when that member is authorised to do so by the Speaker.

Procedure for laying of papers by private members.

118. (1) If a private member desires to lay a paper or document on the Table of the House, the member shall supply a copy thereof to the Speaker in advance so as to enable the Speaker to decide whether permission should be given to lay the paper or document on the Table. If the Speaker permits the member to lay the paper or document on the Table, the member may at the appropriate time lay it on the Table.

[7][(2) If a private member, in the course of making the speech wishes to quote from a secret Government document, paper or report, that member shall supply a copy thereof in advance to the Speaker and also indicate the portions thereof which the member wishes to quote in order to enable the Speaker to decide whether permission should be given. If the Speaker permits the member to quote from the document, the member may do so at the appropriate time. If the Speaker does not accord the necessary permission, the member shall not quote from the document nor refer to its contents.]

[8][(3) (i) A paper or document sought to be laid on the Table by a private member may be considered for laying on the Table only if the member has quoted

---

[7]Sub. by L.S. Bn. (II), dated 10.5.1989, para 2931.
[8]Ins. *ibid*.

therefrom. The member seeking to lay the same may hand it over at the Table but it shall not be deemed to have been laid on the Table unless the Speaker, after examination, accords the necessary permission.]

(ii) If the Speaker does not accord the necessary permission, the paper or document shall be returned to the member and the fact indicated in the printed Debates.

Authentication of papers to be laid by private members.

[9]**[118A.** (1) When a member seeks permission of the Speaker to lay a paper or document on the Table of the House under direction 118, that member shall record thereon a certificate in one of the following forms, as the case may be:—

(a) 'I certify from my personal knowledge that this is the original document which is authentic.'

(b) 'I certify from my personal knowledge that this document is a true copy of the original which is authentic.'

(c) 'I certify that the contents of this document are correct and based on authentic information.'

(2) If the paper or document consists of more than one page, the member shall put signature with date on every page thereof.]

STATEMENT BY MINISTER

Advance intimation and copy of statement by Minister.

119. A Minister desiring to make a statement in the House under rule 372 shall intimate in advance the date on which the statement is proposed to be made and also send a copy of the statement to the Lok Sabha Secretariat for the information of the Speaker.

[10][*Explanation*.—The statement shall pertain to a subject for which the Minister is responsible and shall be made to explain Government's policy in regard to a specific matter of public importance or topical interest.]

---

[9] Ins. by L.S. Bn. (II), dated 9.5.1983, para 2175.
[10] Added by L.S. Bn. (II) dated 10.5.1989, para 2931.

Recognition of and Facilities to Parliamentary Parties and Groups

Recognition of Party or Group.

120. The Speaker may recognise an association of members as a Parliamentary Party or Group for the purpose of functioning in the House and the decision of the Speaker shall be final.

Conditions for recognition.

121. In recognising a Parliamentary Party or Group the Speaker shall take into consideration the following principles:—

(1) An association of members who propose to form a Parliamentary Party—

(a) shall have announced at the time of the general elections a distinct ideology and programme of Parliamentary work on which they have been returned to the House;

(b) shall have an organisation both inside and outside the House; and

(c) shall have at least a strength equal to the quorum fixed to constitute a sitting of the House, that is one-tenth of the total number of members of the House.

(2) An association of members to form a Parliamentary Group shall satisfy the conditions specified in parts (a) and (b) of clause (i) and shall have at least a strength of 30 members.

Facilities to Parties and Groups.

122. (1) The Speaker may grant the following facilities to a Party in the House, namely:—

(a) Allotment of blocks of seats in the House in proportion to the strength of the Party and the total number of seats available in the Chamber.

(b) Allotment of a room in the Parliament House for the purposes of Parliamentary work of the Party.

(c) Allotment of Committee rooms or other available accommodation for holding Party meetings.

(d) Supply of Parliamentary or Government papers or publications which the Speaker may determine from time to time.

(e) Nomination to a Parliamentary Committee in proportion to the strength of the Party.

(f) Submission to the Speaker of a panel of names for selection of members to be called to speak in debates.

(g) Consultation, where necessary, in the matter of arrangement of business of the House or any other important matter coming before the House.

(2) The Speaker may grant such of the facilities, specified in this direction as the Speaker deems fit or feasible to a Parliamentary Group.

(3) The Speaker's decision in regard to the grant of facilities to a Parliamentary Party or Group shall be final.

Certain facilities to association of members not recognised as Party or Group.

123. An association of members who do not fulfil the conditions for recognition as a Parliamentary Party or Group may be granted certain facilities by the Speaker, if such a course shall, in the opinion of the Speaker, facilitate the conduct of business in the House.

PRECINCTS OF THE HOUSE AND PARLIAMENT HOUSE ESTATE

Precincts of the House and Parliament House Estate.

124. The term 'precincts of the House' or 'precincts of the Parliament House' used in the Rules shall, except for the purposes of rule 374, include in addition to places specified in rule 2, the following places in Parliament House Estate:—

(i) The Central Hall and its Lobbies;

(ii) Members' Waiting Rooms;

(iii) Committee Rooms;

(iv) Parliament Library;

(v) Members' Refreshment Rooms, Dining Rooms and Banquet Hall;

(vi) Lok Sabha Offices located in Parliament House, Parliament House Annexe and Outer Reception Offices of Parliament House and Parliament House Annexe;

(vii) Corridors and passages connecting or leading to the various rooms referred to above; and

(viii) Parliament House Estate and approaches to the Parliament House and Parliament House Annexe.

Explanation.—'Parliament House Estate' includes—

(a) all buildings, structures, installations, lawns and vacant land adjoining Parliament House, Parliament House Annexe and Outer Reception Office; and

(b) plot No. 118 (between Red Cross Road, Raisina Road and Parliament House) and plot No. 115 (between Talkatora Road, Pant Marg and Parliament House),

which are under the control of the Speaker.

Maintenance of order within Parliament House Estate.

124A. (1) The [11][Director, Security] of Lok Sabha shall be responsible for maintaining order within the compound of the Parliament House Estate and shall take all necessary steps to ensure that no obstruction or hindrance is caused to Members of Parliament in that area, in coming to, or going from, the Parliament House.

(2) In order to keep the area and passages within the Parliament House Estate free and open for Members of Parliament without any obstruction or hindrance, the following activities are prohibited within the area of the Parliament House Estate:—

(i) holding of any public meeting;

---

[11] Sub. by L.S. Bn. (II), dated 10.12.1987, para 2005.

(ii) assembly of five or more persons;

(iii) carrying of fire arms, banners, placards, lathies, spears, swords, sticks, brickbats;

(iv) shouting of slogans;

(v) making of speeches etc.;

(vi) processions or demonstrations;

(vii) picketing or dharna;

(viii) any other activity or conduct which may cause or tend to cause any obstruction or hindrance to Members of Parliament.

(3) the [12][Director, Security] of Lok Sabha may, subject to the instructions or permission of the Speaker, request the police for assistance in maintaining order in the Parliament House Estate, as and when considered necessary.

Papers and Documents Received from Ministries etc. for Circulation to Members

125. (1) The Lok Sabha Secretariat may circulate to members either at their residence or through the Publications Counter papers, documents and reports received for circulation to members from the Ministries and Departments of the Government of India:

Treatment of papers and documents received from Ministries etc. for circulation to members.

Provided that the Lok Sabha Secretariat shall not undertake circulation of a paper, document or report marked 'Confidential' or 'Secret', unless it is meant for the members of a Parliamentary Committee and is connected with their business:

Provided further that the Speaker, if thinks fit, may direct that a paper, document or report forwarded to the Lok Sabha Secretariat for circulation to members may not be circulated.

---

[12] Sub. by L.S. Bn. (II), dated 10.12.1987, para 2005.

Explanation.—For the purposes of this direction, the expression 'paper' includes invitations received from the President, Prime Minister, Ministers and Ministries of the Government of India for circulation to members to attend any function organised by them.

(2) The Lok Sabha Secretariat shall not undertake circulation of any paper, document, report or other material received direct from:

(a) State Governments;

(b) Foreign Missions;

(c) Private bodies or individuals; and

(d) Members of Parliament, unless the papers received from them are connected with the business of the House.

SCHEDULES

FIRST SCHEDULE

[*See* Direction No. 38 (1)]

LOK SABHA SECRETARIAT

New Delhi, the 20

From

(Name and designation)
Lok Sabha Secretariat
New Delhi-110 001

To

Smt./Kumari/Shri.....

Subject:—

Madam/Sir,

I am directed to acknowledge receipt of your petition dated the ..... on the above mentioned subject.

Yours faithfully,

SECOND SCHEDULE

[*See* Direction No. 84]

Introductory Paragraphs of a Select/Joint Committee Report

I, the Chairperson of the Select/Joint Committee to which the *Bill..... (*here insert the long title of the Bill*) was referred, having been authorised to submit the report on their behalf, present their Report, with the Bill as amended by the Committee annexed thereto.

2. The Bill was introduced in the Lok Sabha on the ..... (*date*). The motion for reference of the Bill to a Select/Joint Committee of the Houses (*motion to be given as appendix to the Report*) was moved by Smt./Kumari/Shri..... (*name*) on the ..... (*date*).

3. The Rajya Sabha discussed the motion on the ..... (*dates*) and concurred in the said motion on the ..... (*date*) (*motion to be given as appendix to the Report*).

4. The Message from Rajya Sabha was read out to the Lok Sabha on the .....(*date*).

5. The Committee held..... (*number*) sittings in all.

6. The first sitting of the Committee was held on the.....(*date*) to draw up a programme of work. The Committee at this sitting decided to hear evidence of associations which might make a request to that effect by the..... (*dates*). The Committee also decided to visit..... (*place*) on the ..... (*dates*) in order to..... (*purpose of visit*).

7. The Committee accordingly visited..... (*centres visited*) on the .....(*dates*).

---

*Published in Part-II, Section 2 of the Gazette of India, Extraordinary, dated the .....

8. The Committee heard the evidence given by the representatives of the following association on the dates noted against each:—

(1)

(2)

etc. etc.

A summary of evidence given is appended to this Report (*the Committee decided to lay on the Table of the House a copy of the evidence given in extenso*).

9. The Committee considered the Bill clause by clause at the sitting held on the..... (*dates*).

10. The Committee appointed on the ..... (*date*) a sub-Committee consisting of .....(*number*) members to consider..... (*object*). The Report of the Sub-Committee was presented to the Committee on the ..... (*date*) (*Report to be given as appendix*).

11. The Report of the Select/Joint Committee was to be presented by the .....(*date*). The Committee were granted extension of time on the.....(date), upto the.....(*date*) (*in the case of two or more extensions*). The Committee were granted extension of time..... (*twice or thrice etc.*), the first time on the .....(*date*) upto the.....(*date*), and subsequently on the .....(*date*) upto the .....(*date*).

12. The Committee considered and adopted the Report on the .....(*date*).

13. The observations of the Committee with regard to the principal changes proposed in the Bill are detailed in the succeeding paragraphs.

APPENDIX

APPENDIX

Statement showing the subject matter of directions issued by the Speaker and printed in this compilation together with references to rules under which these directions have been issued

Sl.No.	Subject of direction	Rule under which direction has been issued
1	2	3
1.	Oath or affirmation	389
2.	Relative precedence of different classes of business	389
3.	Ballot	389
4.	Notices of resumption of adjourned debate	389
5.	Order of ballot of Bills	389
6.	Result of ballot	389
7.	Treatment of Bills introduced after ballot	389
8.	Treatment of notices of next motions and arrangement of business	389
9.	Procedure of ballot	28
9A.	Saving of first priority resolution	28
9B.	Statutory Resolutions	389
10.	Consolidation of questions on same or allied subject	389

1	2	3
10A.	Admissibility of questions	43
10B.	Limit of number of questions	389
11.	List of starred questions	45
12.	Printing of questions in proceedings	379
13.	Supply of statements in answer to starred questions to members concerned in advance and treatment thereof	389
13A.	Answers to questions to be complete	389
14.	Answering together to starred questions on same or allied subject	389
15.	(Omitted)	389
16.	Procedure for Ministers correcting answers to starred/short notices questions	389
16A.	(Omitted)	389
17.	Advance copies of statements by Ministers correcting answers to questions and procedure after statements made	389
18.	Answering of short notice questions of absent members	389
19.	Laying of statement in reply	389
19A.	Notice for leave to introduce Government Bills	389
19B.	Prior circulation of Bills for introduction	389
20.	Circulation of Bills for eliciting opinion	389
21.	Time limit for eliciting opinion	389
22.	Printing of opinions as Papers to Bills	389
23.	Treatment of opinions in languages other than English and Hindi	389

1	2	3
24.	Laying of Papers to Bills	389
25.	Mode of laying of Papers to Bills	389
26.	Precis of opinions	389
27.	Classification and allocation of time	389
28.	Clubbing of names in case of notices of identical Bills	389
29.	Giving of authority for introduction of Bills	389
30.	Giving of authority to pilot Bill after introduction	389
31.	Insertion of new clause	389
32.	Procedure for corrections in Bills	389
33.	Incorporation of corrections in Debates	389
34.	Scrutiny, change of year and authentication	389
35.	Laying of Bills after assent	389
36.	Advance circulation of reasons for withdrawal of Government Bills	389
37.	Removal of pending Bill from Register of Bills	389
38.	Examination and presentation of petitions	389
39.	Withdrawal of defective petitions	389
40.	Admissibility of petitions	389
41.	Classification of motions	389
42.	Member to be shown in proceedings as mover of motion, amendment or cut motion	389
43.	Amendment or cut motion moved but not put to vote	389
44.	Amendment or motion moved but not pressed	389

1	2	3
45.	Order of putting substitute motions to vote	389
46.	Date for report in motion for reference of a Bill to Select/Joint Committee	389
47.	Withdrawal of private member's Bill	389
47A.	Procedure when two calling attention notices admitted for a day	389
47B.	Resignation of seats in House	389
48.	Parliamentary Committee	283(1)
48A.	Manner of election to Committee	389
49.	Applicability of general directions to Parliamentary Committees	283(1)
50.	Venue of sittings	283(1)
51.	Time of sittings whilst House sitting	283(1)
51A.	Last minute cancellation of sittings of Committees	389
52.	Procedure for speaking in Committees	283(1)
52A.	Personal, pecuniary or direct interest of member	283(1)
53.	Putting of question to vote	283(1)
54.	Reopening of question	283(1)
55.	Proceedings and certain documents treated as confidential	283(1)
56.	Procedure regarding Sub-Committees	283(1)
57.	Evidence of experts or interested parties	283(1)
58.	Evidence liable to be treated as public	283(1)
59.	Evidence of officials of Government of India and Undertakings	283(1)

1	2	3
60.	Evidence of officials of State Governments	283(1)
61.	Consideration of memoranda supplied by witnesses	283(1)
62.	Mode of examination of witnesses	283(1)
63.	Mode of addressing communications on matters before Committees	283(1)
63A.	Procedure for presenting views of Ministries to Speaker	283(1)
64.	Expunction from documents presented to Committees	283(1)
65.	Verbatim proceedings	283(1)
66.	Minutes	283(1)
67.	Laying of minutes	283(1)
68.	Reports	283(1)
69.	Circulation and consideration of draft reports	283(1)
70.	Mention in report and circulation of evidence	283(1)
71.	Signing of report of Committee	283(1)
71A.	Presentation of report of Committee to Speaker when House not in session	283(1)
71B.	Correction of patent errors or factual matter in reports	283(1) and 389
72.	Printing and circulation of reports	283(1)
73.	Time gap for release to press reports circulated to members under rule 280	283(1)
73A.	Implementation of Committees' Recommendations	389

1	2	3
74.	Memoranda or representations addressed to Select/Joint Committees	283(1)
75.	Notice and admissibility of amendments	283(1)
76.	No general discussion on Bill	283(1)
77.	Clause by clause discussion of Bill	283(1)
78.	Consideration of draft report and Bill as amended	283(1)
79.	Speaker to be kept informed of Committee's progress	283(1)
80.	Extension of time for presentation of report	283(1)
81.	Submission of memoranda on Bills by members	283(1)
82.	Petitions on Bills stand referred to Select/ Joint Committees	283(1)
83.	Particulars of petitions etc. and action taken to be stated in reports	283(1)
84.	Pattern of report	283(1)
85.	Minute of dissent	283(1)
86.	Date of minute of dissent	283(1)
87.	Minute of dissent from member absent when report adopted by Committee	283(1)
88.	Committee to be informed of direction 87	283(1)
89.	Minute of dissent to be given after adoption of report	283(1)
90.	Minute of dissent not acceptable after presentation of report	283(1)

1	2	3
91.	Expunction from minute of dissent	283(1)
92.	Documents to be presented along with report	283(1)
93.	Printing and circulation of report	283(1)
94.	Consideration of petitions	283(1)
95.	Consideration of representations etc.	283(1)
96.	Intimation to petitioner	283(1)
96A.	*(Omitted)*	
97.	Appointment of Chairpersons or members of Financial Committees as members of Government Committees	283(1)
97A.	Appointment of members of Government Committees as Chairpersons or members of Financial Committees	389
98.	Examination of matters of policy by Estimates Committee	283(1)
99.	Ministers not to be called before Financial Committees	283(1)
100.	Examination of representatives of private companies or non-government bodies by Financial Committees	283(1)
101.	Procedure for Estimates Committee examining estimates of Defence Ministry	283(1)
101A.	Procedure for Estimates Committee examining estimates relating to Statutory and Government organisations not covered by Public Undertakings Committee	283(1)
102.	Action taken on recommendations of Estimates Committee or Committee on Public Accounts or Committee on Public Undertakings	283(1)

1	2	3
103.	Functions of Committee on Subordinate Legislation	322
103A.	Examination of Bills referred to Committee by Speaker	322
104.	Supply of documents by Ministries etc.	322
105.	Procedure for examination of Order, Bill etc.	322
106.	Circulation of memoranda	322
107.	Presentation of documents with reports	322
108.	Action taken on recommendations of Committee	322
108A.	Manner of election to Government Committees etc. on which Lok Sabha is represented	389
109 to 112.	*(Omitted)*	
113.	Notices of amendments to Bills or resolutions	389
113A.	Lapsing of notices by member when appointed as Minister	389
113B.	Time limit for notices of certain categories	389
113BB.	Procedure for giving notices for motions under rule 184 or short duration discussion under rule 193	389
113C.	Limit on number of Motions and Short Duration Discussions by a member in a session	389
114.	Information regarding attendance of members or ex-members	389
114A.	Procedure for Ministers correcting a mistake or inaccuracy in statements made in debate	389
115	Procedure for pointing out mistake or inaccuracy in statements made by Ministers or members	389

1	2	3
115A.	Methods for participation in debate and selection of speakers	389
115B.	Procedure regarding speeches in languages other than Hindi or English	389
115C.	Personal explanation by member	389
116.	Entry in list of business regarding papers to be laid on the Table	389
117.	Laying of papers by private members	389
118.	Procedure for laying of papers by private members	389
118A.	Authentication of papers to be laid by private members	389
119.	Advance intimation and copy of statement by Minister	389
120.	Recognition of Party or Group	389
121.	Conditions for recognition	389
122.	Facilities to Parties and Groups	389
123.	Certain facilities to association of members not recognised as Party or Group	389
124.	Precincts of the House and Parliament House Estate	2(1) and 389
124A.	Maintenance of order within Parliament House Estate	389
125.	Treatment of papers and documents received from Ministries etc. for circulation to members	389

INDEX

INDEX

A

ABSENCE OF MEMBERS, LEAVE OF:

See "Leave of Absence of Members".

ADJOURNMENT MOTION(S):

See "Motion(s) for Adjournment".

AMENDMENT(S)

Definition of, [D.41 (2) (iii) (c)], p. 23.

Member to be shown in proceedings as mover of motion, cut motion etc., [D.42], p. 24.

Moved but not put to vote, [D. 43], p. 24.

Moved but not pressed, [D.44], p. 24.

Notices of, to Bills or resolutions, [D. 113], p. 54.

ANCILLARY MOTION(S):

See under "Motion(s)".

ARREST OF MEMBER(S):

Communications from Magistrates or other authorities *re*: Relative precedence of different classes of business, [D. 2 (xii)], p. 2.

B

BILL(S):

Amendments to:

Insertion of new clauses to, [D. 31], p. 17.

Examination of, referred to Committee by Speaker, [D. 103A], p. 50.

Introduction and circulation of, [Ds. 19A and 19B], p. 14.

Joint Committee(s) on:

See "Select/Joint Committee(s) on Bill(s)".

Date for report in Motion for reference of a, to Select/Joint Committee, [D. 46], p. 25.

BILL(S): *Contd.*

Laying of, after assent, [D. 35], p. 19.

Mode of laying of papers to, [D. 25], p. 16.

Opinions on:

Circulation of Bills for eliciting, [D. 20], p. 14.

Laying of papers to Bills, [D. 24], p. 15.

Precis of, [D. 26], p.16.

President's assent to, intimation of: Relative precedence of different classes of business, [D. 2(xi)], p. 2.

Printing of opinions as papers to the, [D. 22], p. 15.

Time limit for eliciting, [D. 21], p. 15.

Treatment of, in languages other than English and Hindi, [D. 23], p. 15.

Private Members:

See "Private Members' Bills".

Procedure for corrections in, [D. 32], p. 18.

Incorporation of corrections in debates, [D. 33], p. 18.

Removal of pending, from register of, [D. 37], p. 19.

Scrutiny, change of year, and authentication of, [D. 34], p. 19.

Select Committee(s) on:

See "Select/Joint Committee(s) on Bill(s)".

To be introduced: Relative precedence of different classes of business, [D. 2(xxxiii)], p. 4.

To be withdrawn: Relative precedence of different classes of business, [D. 2(xxxii)], p. 4.

Notices of amendments to, or resolutions, [D. 113], p. 54.

Withdrawal of:

Advance circulation of reasons for, [D. 36], p. 19.

Motion for, [D. 46], p. 25.

BUSINESS OF THE HOUSE:

Adjournment of the, leave to move motions for: Relative precedence of different classes of business, [D. 2(vi)], p. 2.

C

CALLING ATTENTION NOTICE(S):

Procedure when two, admitted for a day, [D. 47A], p. 26.

Relative precedence of different classes of business, [D. 2 (xxii)], p. 3.

COMMITTEE(S):

Business Advisory:

Adoption of report of motion for Relative precedence of different classes of business, [D. 2(xxvi)], p. 3.

Nomination of members to, announcement by Speaker *re:* Relative precedence of different classes of business, [D. 2(xiv)], p. 3.

Of Privileges:

Consideration of report of: Relative precedence of different classes of business, [D. 2 (xxxvi)], p. 4.

On Estimates:

Action taken on recommendations of, [D. 102], p. 49.

Appointment of Chairman or any member of, on Government Committees, [D. 97], p. 42.

Appointment of members of a Government Committee on, [D. 97A], p. 43.

Examination by, of representatives of private companies, non-Government bodies etc., [D. 100], p. 45.

Manner of election to, [D. 48A], p. 28.

Matters of policy, examination of, [D. 98], p. 44.

Ministers not to be called before, [D. 99], p. 44.

Procedure for examining estimates of Defence Ministry by, [D. 101], p. 45.

Procedure for examining estimates of Statutory and Government organisations by, [D. 101A], p. 48.

COMMITTEE (S):—*Contd.*

On Petitions:

Consideration of petitions by, [D. 94], p. 41.

Consideration of representation etc., [D. 95], p. 42.

Intimation to petitioner, [D. 96], p. 42.

On Public Accounts:

Action taken on recommendation of, [102], p. 49.

Appointment of Chairperson or any member of, on Government Committees, [D. 97], p. 42.

Appointment of member of a Government Committee on, [D. 97A], p. 43.

Examination by, of representatives of private companies, non-Government bodies etc., [D. 100], p. 45.

Manner of election to, [D. 48A], p. 28.

Ministers not to be called before, [D. 99], p. 44.

On Public Undertakings:

Action taken on recommendation of, [D. 102], p. 49.

Appointment of Chairperson or any member of, on Government Committees, [D. 97], p. 42.

Appointment of members of a Government Committee on, [D. 97A], p. 43.

Examination by, of representatives of private companies, non-Government bodies etc., [D.100], p. 45.

Manner of election to, [D. 48A], p. 28.

Ministers not to be called before, [D. 99], p. 44.

On Subordinate Legislation:

Action taken on recommendation of, [D. 108], p. 52.

Circulation of memoranda, [D. 106], p. 52.

Examination of Bills referred to, by Speaker, [D. 103A], p. 50.

Functions of, [D. 103], p. 50.

Presentation of other documents alongwith report of, [D. 107], p. 52.

COMMITTEE (S):—*Contd.*

Supply of document by Ministries etc., [D. 104], p. 51.

Presentation of report of: Relative precedence of different classes of business, [D. 2(xvi)], p. 3.

Procedure for Examination of order, Bill etc., by, [D. 105], p. 51.

COMMITTEE(S) ELECTION(S) TO:

See "Election(s) to Committee(s)".

COMMITTEE(S), GOVERNMENT:

Appointment of Chairperson or any member of Financial Committees on, [D. 97], p. 42.

Appointment of a member of Government Committee on Financial, [D. 97A], p. 43.

COUNCIL OF MINISTERS:

Motion of no-confidence in the: Relative precedence of different classes of business, [D. 2(xxix)], p. 3.

CUT MOTION(S):

Member to be shown in proceedings as mover of motion, Amendments etc., [D. 42], p. 24.

Moved but not put to the vote, [D. 43], p. 24.

D

DEPUTY SPEAKER:

Removal of, motion for leave to move resolution for: Relative precedence of different classes of business, [D. 2(xxviii)], p. 3.

DETENTION OF MEMBER(S):

Communications from Magistrates or other authorities re: Relative precedence of different classes of business, [D. 2(xii)], p. 2.

DIRECTOR, SECURITY:

Maintenance of order within the Parliament House Estate, [D. 124A], p. 64.

E

ELECTION(S) TO COMMITTEE(S):

Manner of election to Government Committees etc., on which Lok Sabha is represented, [D. 108A], p. 53.

Manner of election to Financial Committees, [D. 48A], p. 28.

Relative precedence of motions for, different classes of business, [D. 2(xx)], p. 3.

ESTIMATES COMMITTEE:

See under "Committee(s)".

EX-MEMBER(S):

Information regarding attendance of, in the House, [D. 114], p. 56.

EX-MINISTER:

Personal statement by, in explanation of his resignation: Relative precedence of different classes of business, [D. 2(xxiii)], p. 3.

H

HALF-AN-HOUR DISCUSSION(S):

Laying of statement in reply to, [D. 19], p. 13.

HOUSE:

Precincts of the House and Parliament House Estate, [D. 124], p. 63.

Procedure re: speeches in languages other than Hindi or English, [D. 115B], p. 58.

J

JOINT COMMITTEE(S) ON BILL(S):

See "Select/Joint Committee(s) on Bill(s)".

L

LANGUAGE:

Procedure *re*: speeches in languages other than Hindi or English, [D. 115B], p. 58.

LEAVE OF ABSENCE OF MEMBERS:

Announcement by the Speaker re: Relative precedence of different classes of business, [D. 2(xiii)], p. 2.

LIST OF BUSINESS:

Arrangement of private members' resolution in the list, [D. 9A], p. 6.

Entry in *re:* papers to be laid on the Table, [D. 116], p. 59.

Notices of amendments to Bills or resolutions, [D. 113], p. 54.

M

MEMBER(S):

Arrest, detention or release of, communications from Magistrates or other authorities re: Relative precedence of different classes of business, [D. 2(xii)], p. 2.

Circulation of papers and publications to, [D.125], p. 65.

Information re: attendance of, or ex-members, [D. 114], p. 56.

Lapsing of notices of a member when appointed as a Minister, [D. 113A], p. 54.

Laying of papers by private, [Ds. 117-118A], p. 60.

Member desiring to reopen a question before a Parliamentary Committee, [D. 54], p. 29.

Methods for participation in debate & selection of Speakers, [D. 115A], p. 57.

Personal explanation by, [D. 115C], p. 59.

Personal explanations by, under rule 357 (if not made during the debate): Relative precedence of different classes of business, [D. 2 (xxv)], p. 3.

Personal pecuniary and direct interest of, [D. 52A], p. 29.

Procedure for pointing out mistake or inaccuracy in statements made by Ministers or, [D. 115], p. 56.

Raising of matters by, under rule 377, which are not points of order: Relative precedence of different classes of business, [D. 2(xxxv)], p. 4.

Resignations of, of the House; and nominations of, to Panel of Chairmen, Committees etc. announcement by the Speaker re: Relative precedence of different classes of business, [D. 2(xiv)], p. 3.

Resignation of, [D. 47B], p. 27.

Statement to be made by a, not to be put down in the list of business unless copy thereof submitted in advance to Speaker and approved by Speaker, [D. 115(6)], p. 57.

MESSAGE(S) FROM THE RAJYA SABHA:

Relative precedence of communication of, different classes of business, [D. 2(x)], p. 2.

MESSAGE(S) FROM THE PRESIDENT:

Relative precedence of communication of, different classes of business, [D. 2(ix)], p.2.

MINISTERS:

Lapsing of notices by a member when appointed as Minister, [D. 113A], p. 54.

Not to be called before Financial Committees, [D. 99], p.44.

MINISTRY(IES):

Circulation to members of papers and publications received from, [D. 125], p. 65.

Supply of documents by, [D. 104], p. 51.

Evidence of officials of, before a Parliamentary Committee, [D. 59], p. 31.

Procedure for presenting views of, to Speaker, [D. 63A], p. 32.

MOTION(S):

Ancillary:

Definition of, [D. 41(2) (iii) (a)], p. 23.

Classification of, [D. 41], p. 22.

Date for report in, for reference of a Bill to Select/Joint Committee, [D. 46], p. 25.

Member to be shown in proceedings as mover of, amendments and cut motions, [D. 42], p. 24.

Moved but not pressed, [D. 44], p. 24.

Subsidiary:

Procedure for giving notices for under rule 184, [D. 113 BB], p. 54.

Definition and classification of, [D. 41(2) (iii)], p. 22.

Substantive:

Definition of, [D. 41(2) (i)], p. 22.

Substitute:

Definition of, [D. 41(2) (ii)], p. 22.

Order of putting to vote, [D. 45], p. 24.

Superseding:

Definition of, [D. 41 (2) (iii) (b)], p. 23.

MOTION(S) FOR ADJOURNMENT:

Relative precedence of leave to move, of the business of the House different classes of business, [D. 2(vi)], p. 2.

MOTION(S) OF NO-CONFIDENCE:

Relative precedence of motion for leave to make a, in the Council of Ministers different classes of business, [D. 2 (xxix)], p. 3.

N

NO-CONFIDENCE MOTION(S):

See "Motion(s) of No-Confidence".

NO-DAY-YET-NAMED MOTION(S):

Limit on number of, [D. 113C], p. 55.

NOTICE(S):

Time limit for, of certain categories, [D. 113B], p. 54.

Of amendments to Bill or resolutions, [D. 113], p. 54.

NOTICE(S) CALLING ATTENTION:

See "Calling Attention Notice(s)."

O

OATH OR AFFIRMATION:

By Members, [D. 1], p. 1.

Relative precedence of different classes of business, [D. 2(i)], p. 2.

OBITUARY REFERENCES:

Relative precedence of different classes of business, [D. 2(iv)], p. 2.

ORDINANCE(S):

Laying explanatory statement giving reasons for immediate legislation: Relative precedence of different classes of business, [D. 2(xxxiv)], p. 4.

P

PANEL OF CHAIRPERSONS:

Announcement by the Speaker re: nominations of members on: Relative precedence of different classes of business, [D. 2(xiv)], p. 3.

PAPER(S) LAID ON THE TABLE:

Laying of papers by private members, [Ds. 117-118A], p. 60-61.

Relative precedence of papers to be laid on the Table of different classes of business, [D. 2 (viii)], p. 2.

PARLIAMENT HOUSE ESTATE:

Maintenance of Order within, [D. 124A], p. 64.

PARLIAMENTARY COMMITTEE(S):

Applicability of general directions to, [D. 49], p. 28.

PARLIAMENTARY COMMITTEE(S):—*Contd.*

Definition of, [D. 48], p. 28.

Evidence of experts or interested parties, [D. 57], p. 30.

Evidence by Officials of Ministries and Undertakings, [D. 59], p. 31.

Evidence of State Government Officials, [D. 60], p. 31.

Evidence liable to be treated as public, [D. 58], p. 30.

Expunction from documents presented to, [D. 64], p. 33.

Last minute cancellation of sittings of Committees, [D. 51A], p. 29

Laying of minutes of, [D. 67], p. 34.

Memoranda supplied by witnesses consideration of, [D. 61], p. 32.

Minutes of, [D. 66], p. 33.

Mode of addressing communications before, [D. 63], p. 32.

Mode of examination of witnesses, [D. 62], p. 32.

Proceedings of, and certain documents treated as confidential, [D. 55], p. 29.

Procedure for speaking in, [D. 52], p. 29.

Putting of question to vote, [D. 53], p. 29.

Reopening of question, [D. 54], p. 29.

REPORT(S):

Circulation and consideration of draft, [D. 69], p. 34.

Correction by Chairperson of patent errors or factual matters in [D. 71B], p. 36.

Mention in, and circulation of evidence, [D. 70], p. 35.

Presentation of, [D. 68], p. 34.

Presentation of, to the Speaker when House not in session [D. 71A], p. 35.

Printing and circulation of, [D. 72], p. 36.

Signing of, [D. 71], p. 35.

Sub-committees, procedure re:, [D. 56], p. 30.

Time of sittings of, whilst House sitting, [D. 51], p. 28.

REPORT(S):—*Contd.*

Statement by minister on implementation of Committees' recommendations [D. 73A), p. 37

Time gap for release to press, circulated to members under Rule 280, [D. 73], p. 37.

Venue of sittings of, [D. 50], p. 28.

Verbatim proceedings of, to be treated as confidential, [D. 65], p. 33.

PARLIAMENTARY PARTY(IES) AND/OR GROUP(S):

Conditions for recognition of a, [D. 121], p. 62.

Facilities to, [D. 122], p. 62.

Facilities to association of members not recognised as, [D. 123], p. 63.

Proceedings of meetings held by the Speaker with the Leaders of Parties and Groups to be treated as confidential, [D. 55], p. 29.

Recognition of, [D. 120], p. 62.

PETITION(S):

Admissibility of, [D. 40], p. 20.

Examination and presentation of, [D. 38], p. 20.

Relative precedence of presentation of, different classes of business, [D. 2(xviii)], p. 3.

Withdrawal of defective, [D. 39], p. 20.

PRECINCTS:

Definition of, of the House and Parliament House Estate, [D. 124], p. 63.

PRESIDENT'S ADDRESS:

Relative precedence of, different classes of business, [D. 2(ii)], p. 2.

PRESIDENT'S ASSENT TO BILLS:

Relative precedence of intimation of, different classes of business, [D. 2(xi)], p. 2.

PRIVATE MEMBERS' BILL(S):

Ballot of, [D. 3], p. 4.

PRIVATE MEMBERS' BILLS:—*Contd.*

Classification and allocation of time, [D. 27], p. 16.

Clubbing of names in case of notices of identical, [D. 28], p. 16.

Giving of authority for introduction of, [D. 29], p. 17.

Giving of authority to pilot Bill after introduction, [D. 30], p. 17.

Notices of resumption of adjourned debate on, [D. 4], p. 4.

Order of ballot of, [D. 5], p. 4.

Result of ballot, [D. 6], p. 4.

Treatment of, introduced after ballot, [D. 7], p. 5.

Treatment of notices of next motions and arrangement of the business, [D. 8], p. 5.

Withdrawal of, [D. 47], p. 25.

PRIVATE MEMBER'S RESOLUTIONS:

Procedure of ballot of, [D. 9], p. 5.

Saving of first priority resolution, [D. 9A], p. 6.

PUBLIC ACCOUNTS COMMITTEE:

See under "Committee(s)".

PUBLIC UNDERTAKINGS:

See under "Committee(s)".

Q

QUESTION(S):

Admissibility of, [D. 10A], p. 7.

Answers to, to be complete, [D. 13A], p. 9.

Consolidation of, on same or allied subject, [D. 10], p. 7.

Limit of number of Question, [D. 10B], p. 8

Placing of, for oral answers in the list of, in rounds, [D. 11], p. 8.

Printing of, in the proceedings, [D. 12], p. 8.

Procedure for Ministers correcting answers to, [D. 16], p. 10

QUESTION(S):—*Contd.*

Relative precedence of, (including short notice questions) different classes of business, [D. 2(v)], p. 2.

Relative precedence of, involving a breach of privilege different classes of business, [D. 2(vii)], p. 2.

SHORT NOTICE:

Answers to, of absent members, [D. 18], p. 12.

STARRED:

Advance copies of statements by Ministers correcting answers and procedure after statements made, [D. 17], p. 11.

Answering together of, on the same or allied subjects, [D. 14], p. 10.

Supplying in advance of copies of statements in answer to, [D. 13], p. 8.

R

REGISTER OF BILL(S):

Removal of a pending Bill from the, [D. 37], p. 19.

RELEASE OF MEMBER(S):

Communications from Magistrates *re:* Relative precedence of different classes of business, [D. 2(xii)], p. 2.

RESIGNATION OF MEMBER(S):

Date from which resignation takes effect, [D. 47B], p. 27.

RESOLUTION(S):

Notices of amendments to Bills or, [D. 113], p. 54.

Removal of Speaker/Deputy Speaker, motion for leave to move for the: Relative precedence of different classes of business, [D. 2(xxviii)], p. 3.

Saving of first priority, [D. 9A], p. 6.

Statutory Resolutions, exclusions from ballot of, [D. 9B], p. 6.

RULINGS:

Rulings by the Speaker Relative *re* : Precedence of different classes of business, [D. 2(xv)], p. 3.

S

SELECT/JOINT COMMITTEE(S) ON BILL(S):

Amendments:

Notice and admissibility of, [D. 75], p. 37.

Chairperson to inform, of provisions of Direction 87, [D. 88], p. 40.

Circulation of precis of opinions on Bills to members of, [D. 26], p. 16.

Clause-by-clause discussion on the Bill, [D. 77], p. 38.

Consideration of draft report and Bill as amended, [D. 78], p. 38.

General discussion on Bills not permissible, [D. 76], p. 37.

Laying of evidence before: Relative precedence of different classes of business, [D. 2(xvii)], p. 3.

Memoranda on Bills by members, submission of, [D. 81], p. 39.

Memoranda/representations addressed to, [D. 74], p. 37.

MINUTE(S) OF DISSENT:

See below "Reports".

Motion for extension of time for presentation of report by: relative precedence of different classes of business, [D. 2(xxi)], p. 3.

Motion for reference of a Bill to, [D. 46], p. 25.

Particulars of petitions etc., on Bills and Action taken to be stated in report of, [D. 83], p. 39.

Petitions on Bills stand referred to, [D. 82], p. 39.

REPORTS:

Action taken on petitions etc., to be stated in, [D. 83], p. 39.

Consideration of draft, [D. 78], p. 38.

Date of minute of dissent, [D. 86], p. 39.

Documents to be presented along with, [D. 92], p. 40.

Expunction from minute of dissent, [D. 91], p. 40.

Extension of time for presentation of, [D. 80], p. 38.

Minute of dissent from member absent when report adopted by Committee, [D. 87], p. 40.

Minute of dissent not acceptable after presentation of, [D. 90], p. 40.

Minute of dissent to be given by after adoption of, [D. 89], p. 40.

Minutes of dissent, [D. 85], p. 39.

Pattern of, [D. 84], p. 39.

Printing and circulation of, [D. 93], p. 41.

Speaker to be kept informed of Committee's progress, [D. 79], p. 38.

SHORT DURATION DISCUSSIONS:

Limit on number of, [D. 113C], p. 55.

Procedure for giving notice on, under rule 193, [D. 113BB], p. 54.

SHORT NOTICE QUESTIONS:

See under "Question(s)".

SPEAKER:

Procedure for presentation of views of Ministries to, [D. 63A], p. 32.

Rulings by: the relative precedence of, amongst different classes of business, [D. 2(xv)], p. 3.

Resolution for removal of, motion for leave to move: Relative precedence, of amongst different classes of business, [D. 2(xxviii)], p. 3.

STARRED QUESTIONS:

See under "Question(s)".

STATE GOVERNMENT OFFICIALS:

Not to be summoned to appear as witness without Speaker's orders, [D. 60], p. 31.

STATEMENT(S) BY MINISTER(S):

Advance copies of correcting answers and procedure after statements made, [D. 17], p. 11.

Procedure for, correcting answers to starred/short notice questions or statements in debate, [D. 16], p. 10.

Procedure for, correcting a mistake or inaccuracy in statements in debate, [D. 114A], p. 56.

Item regarding, to be made in reply to a statement by a member not to be included in list of business unless copy thereof submitted to Speaker in advance and Speaker approved, [D. 115(c)], p. 59.

Procedure for inviting attention of the House to incorrect, members, [D. 115], p. 56.

Relative precedence of, amongst different classes of business, [D. 2 (xix)], p. 3.

Advance intimation and copy of statement by Minister, [D. 119], p. 61.

SUBORDINATE LEGISLATION COMMITTEE ON:

See under "Committee(s)".

SUBSIDIARY MOTION(S):

See under "Motion(s)".

SUBSTANTIVE MOTION(S):

See under "Motion(s)".

SUBSTITUTE MOTION(S):

See under "Motion(s)".

SUPERSEDING MOTION(S):

See under "Motion(s)".